

## BOARD OF COUNTY COMMISSIONERS

Eric K. Maxwell, Chairman  
Randy Ognio, Vice Chairman  
Steve Brown  
Charles W. Oddo  
Charles D. Rousseau



## FAYETTE COUNTY, GEORGIA

Steve Rapson, County Administrator  
Dennis A. Davenport, County Attorney  
Tameca P. White, County Clerk  
Marlena Edwards, Deputy County Clerk

140 Stonewall Avenue West  
Public Meeting Room  
Fayetteville, GA 30214

## AGENDA

June 6, 2017

7:00 p.m.

Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 7:00 p.m.\*

***\*The Board of Commissioners new meeting time will change to 6:30 p.m. effective July 13, 2017.***

Call to Order  
Invocation by Commissioner Steve Brown  
Pledge of Allegiance

Acceptance of Agenda

### **PROCLAMATION/RECOGNITION:**

1. Presentation of Government Finance Officers Association Certificates of Achievement for Excellence in Financial Reporting for Fayette County's Comprehensive Annual Financial Reports (CAFR) for the fiscal year ended June 30, 2016. (pages 3-7)
2. Presentation of the Government Finance Officers Association Distinguished Budget Award for Fayette County's annual budget document for the fiscal year beginning July 1, 2016 and ending June 30, 2017. (pages 8-13)

### **PUBLIC HEARING:**

3. First of Two Public Hearings on Fayette County's recommended annual budget for Fiscal Year 2018 which begins on July 1, 2017 and ends June 30, 2018. (pages 14-59)

### **CONSENT AGENDA:**

4. Approval of staff's recommendation to award 2018 Property & Casualty Insurance coverage at \$525,055 to OneBeacon, and Sheriff's Office AD&D at \$2,035 and Commissioners' Travel Accident at \$750 to The Hartford, for a total award of \$527,840. (pages 60-65)
5. Approval of staff's recommendation to add Canoe Club at Waterlace A3 subdivision to Fayette County's Street Light Program. (pages 66-68)
6. Approval of the May 15, 2017 Departmental Overview Minutes. (pages 69-74)

7. Approval of the May 25, 2017 Budget Workshop Minutes. (pages 75-79)
8. Approval of the May 25, 2017 Board of Commissioners Meeting Minutes. (pages 80-85)

**OLD BUSINESS:**

**NEW BUSINESS:**

9. Consideration to adopt Resolution 2017-08 to approve the revision of the schedule of the Board of Commissioners regular meetings to reflect a start time of 6:30 p.m. (pages 86-89)
10. Consideration of the approval of the County Clerk's recommendation to re-adopt the 2017 County Commissioner Meeting Schedule to reflect the meeting time change to 6:30 p.m. (pages 90-91)
11. Consideration of Ordinance 2017-09 to amend the time to set forth for notice given to the public pertaining to the hearings conducted by the Board of Commissioners for consideration alcoholic beverage permits. (pages 92-97)
12. Consideration to adopt Ordinance 2017-10 to amend the terms of the remaining offices and reduce the number of members necessary to achieve a quorum of the Public Arts Committee. (pages 98-104)
13. Consideration of the County Attorney's recommendation to approve the disposition of tax refunds, as requested by Debbie Hollis for tax years 2014, 2015 and 2016 in the amount of \$254.28. (pages 105-108)

**PUBLIC COMMENT:**

**ADMINISTRATOR'S REPORTS:**

**ATTORNEY'S REPORTS:**

**COMMISSIONERS' REPORTS:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

Presentation of Government Finance Officers Association Certificates of Achievement for Excellence in Financial Reporting for Fayette County's Comprehensive Annual Financial Reports (CAFR) for the fiscal year ended June 30, 2016.

**Background/History/Details:**

This is the 24th consecutive year Fayette County has received this award from Government Finance Officers Association (GFOA). To achieve this recognition, an impartial panel of finance professionals examine the CAFR and judge compliance with the high standards set by GFOA. The report must demonstrate full disclosure which clearly communicates the County's financial story.

GFOA is a prestigious nonprofit professional association serving over 17,500 government professionals throughout North America. It is considered the gatekeeper for monitoring and recommending improvements to government financial reporting and consistently influences changes in reporting standards that "raise the bar" for government entities.

**What action are you seeking from the Board of Commissioners?**

Presentation of Government Finance Officers Association Certificates of Achievement for Excellence in Financial Reporting for Fayette County's Comprehensive Annual Financial Reports (CAFR) for the fiscal year ended June 30, 2016.

**If this item requires funding, please describe:**

Not applicable.

Has this request been considered within the past two years? If so, when? Is Audio-Visual Equipment Required for this Request? Backup Provided with Request? **STAFF USE ONLY**Approved by Finance Reviewed by Legal Approved by Purchasing County Clerk's Approval Administrator's Approval **Staff Notes:**



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

May 18, 2017

Steve A. Rapson  
County Administrator  
Fayette County  
140 Stonewall Avenue West  
Suite 100  
Fayetteville, GA 30214  
Dear Mr. Rapson:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink, reading "Todd Buikema". The signature is written in a cursive, flowing style with a prominent horizontal line at the beginning.

Todd Buikema  
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

05/18/2017

**For more information contact:**

**Todd Buikema, Acting Director/TSC**

**Phone: (312) 977-9700**

**Fax: (312) 977-4806**

**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Fayette County** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.*



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Fayette County  
Georgia**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2016**

Executive Director/CEO



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

# **AWARD OF FINANCIAL REPORTING ACHIEVEMENT**

*to*

**Finance Department**  
Fayette County, Georgia



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Jeffrey R. Egan*

Date May 18, 2017

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

Presentation of the Government Finance Officers Association Distinguished Budget Award for Fayette County's annual budget document for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

**Background/History/Details:**

This is the 20th consecutive year Fayette County has received this award from the Government Finance Officers Association (GFOA). To qualify for the budget award, Fayette County had to satisfy nationally recognized guidelines for effective budget presentation. The guidelines are designed to assess how well Fayette County's budget document serves as a policy document, as a financial plan, as an operations guide, and as a communications device.

GFOA is a prestigious nonprofit professional association serving over 17,600 government professionals throughout North America. It is considered the gatekeeper for monitoring and recommending improvements to government financial reporting and consistently influences changes in reporting standards that "raise the bar" for government entities.

**What action are you seeking from the Board of Commissioners?**

Presentation of the Government Finance Officers Association Distinguished Budget Award for Fayette County's annual budget document for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

**If this item requires funding, please describe:**

Not applicable.

Has this issue come before the Commissioners in the past? If so, when? Do you need audio-visual for the presentation? Back-up Material Submitted? **STAFF USE ONLY**Approved by Finance Reviewed by Legal Approved by Purchasing Approved by County Clerk Administrator's Approval **Staff Notes:**



March 6, 2017

Sergio Acevedo  
Budget Officer  
Fayette County  
140 Stonewall Avenue West, Suite 101  
Fayetteville, GA 30214

Dear Mr. Acevedo:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

### **Finance Department**

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

[www.gfoa.org](http://www.gfoa.org)



Sergio Acevedo

March 6, 2017

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Fayette County, Georgia**, for its Annual Budget for the fiscal year beginning **July 1, 2016**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

GFOA encourages you to make arrangements for a formal presentation of the award. If you would like the award to be presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at [www.gfoa.org](http://www.gfoa.org). If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Todd Buikema".

Todd Buikema  
Acting Director, Technical Services Center

Enclosure



## FOR IMMEDIATE RELEASE

March 6, 2017

### For more information, contact:

**Todd Buikema, Acting Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**E-mail: [tbuikema@gfoa.org](mailto:tbuikema@gfoa.org)**

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Fayette County, Georgia**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

For budgets with fiscal years beginning in 2015, 1,565 participants received the award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.*

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

[www.gfoa.org](http://www.gfoa.org)



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Finance Department  
Fayette County, Georgia**

*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*

Executive Director

Date      March 06, 2017





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Fayette County  
Georgia**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

First of Two Public Hearings on Fayette County's recommended annual budget for Fiscal Year 2018 which begins on July 1, 2017 and ends June 30, 2018.

**Background/History/Details:**

On May 25, 2017, County Staff presented to the Board of Commissioners the recommended Fiscal Year 2018 Budget. (Copy of presentation is provided as backup).

This will be the first of two public hearings on the recommended budget for FY 2018 as presented. Details of the budget are available for public review in the Board of Commissioners' Office and the Fayette County's Public Library. Input is welcome.

The second public hearing is scheduled for June 22, 2017 at which time the Board is expected to vote on the recommended Fiscal Year 2018 budget at the conclusion of the public hearing.

**What action are you seeking from the Board of Commissioners?**

No action is required. At the end of the second public hearing on June 22, 2017, Staff will request the Board to vote on the adoption of the recommended Fiscal Year 2018 Annual Budget.

**If this item requires funding, please describe:**

Not applicable.

Has this request been considered within the past two years? If so, when? Is Audio-Visual Equipment Required for this Request?\* Backup Provided with Request? 

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Reviewed by Legal Approved by Purchasing County Clerk's Approval Administrator's Approval **Staff Notes:**

# Fayette County GA

## FY2018 Budget Highlights

June 6, 2017

# Economic Outlook

## Survey State and Local Government Economic Trends:

- Personal income is up 4.2% over 2016
- New housing starts are up 16.2% state-wide and 4.4% for Fayette County
- Fayette County unemployment rate dropped from 4.7% in 2016 to 4.1% in 2017
- State and local governments hiring has increased from 73% in 2015 to 77% in 2016
- Governments continue to have difficulty recruiting and retaining personnel for a range of positions including Finance, Information Technology and Public Safety
- 21% of retirement-eligible employees are postponing retirement
- 28% of governments implemented wellness programs
- 40% provided broad-based pay increases
- 21% altered employee retirement benefit packages
- 12% shifted employees to high deductible health plans with a health savings account

Source(s): U.S. Census, Bureau of Labor Statistics, Center for State and Local Government

# Budget Principles

- Revenues are conservatively projected based on an objective, analytical process of detailed trending.
- One-time revenues are not used to fund current expenditures thus avoiding pursuing short-term benefits at the risk of creating future funding issues.
- Only current revenues are used to pay current expenditures so there is not a “built-in increase” for ongoing expenditures.
- There is a budgetary link between capital and operating budgets to identify and determine if ongoing expenses can be funded through the operating budget before the project is placed into service.

# Planning Assumptions

- No Deficit Budgeting (no use of unassigned fund balance)
- Continued Commitment to Outstanding Customer Service
- No Property Tax Increase while maintaining Superior Service Delivery - Millage Rate Rollback Savings \$2,443,113
- The Rolling 5 Year Capital Improvement Program total of \$4,616,773 is assigned within the General Fund Balance.
- Maintain Employee Benefits strengthening Medical Reserves
  - Medical/Dental/Vision Health Insurance / Funding Stop Loss, Large Claims
  - Defined Contribution matched up to 2.5%
  - Defined Benefit funded at 1.3% vs the 0% required contribution
- Continue Internship Program (High School & College)

# Benefit Highlights

- Continue to offer two (2) Choices for Medical Plan Coverage:
  - Traditional Open Access POS Plan
  - HSA (Health Savings Account)
    - Employee Only \$750
    - Employee/Spouse or Child(ren) \$1,000
    - Family \$1,250
- POS plan standard deductible increased from \$2,000 to \$2,600 per calendar year.
- POS plan standard deductible for family coverage decreased from \$6,000 to \$5,000 per calendar year.
- A 6.8% net increase to premiums is being absorbed by the County, no impact to County employees. This is the 5<sup>th</sup> consecutive year with no changes to employee premiums.
- Health Advocate available for employees to call and escalate claims issues.
- Basic Life, Accidental Death & Disability, and long-term disability plan at no cost to employees.
- Employee Benefit Summary detailing healthcare and retirement benefits.
- Quarterly Health Statement detailing year-to-date deductibles, claim activity and out-of-pocket expenses for the quarter.
- Non-Tobacco User Discounts; Wellness Initiatives and Spousal Surcharge \$75 Pay Period:
  - Non-Tobacco User Discounts - Employee or covered dependents tobacco users;
  - Wellness Initiatives – Preventive Care Surcharge for employee that does not get a preventive care physical; and
  - Spousal Surcharge – Employee Spouse on County plan when access to insurance is available through the spouses' workplace.
- Vision benefit \$300 per calendar year.
- Enhancements to Medical Plan – Telehealth Connection (meet with a doctor online or phone 24/7/365 for minor medical conditions), Health Care Management (provides customer service with a single contact), Health First for chronic diseases (connecting member with a health advocate to customize a health plan based on individual needs).

# General Fund Balance Financial Projection – FY2017

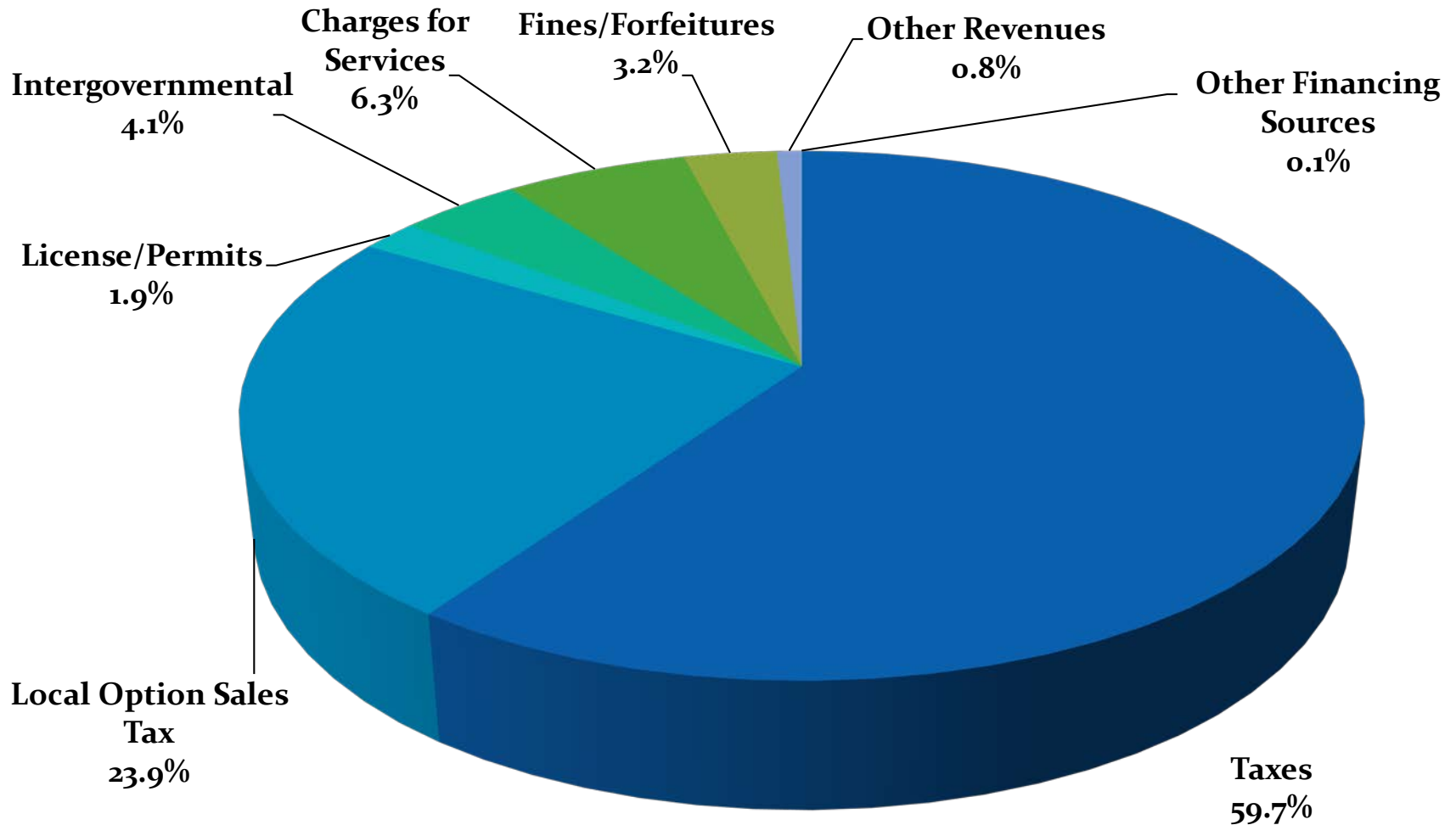
Fund Balance	<u>FY 2016</u>	<u>EST. FY 2017</u>
Non-spendable		
Inventories	\$ 108,614	\$ -
Stormwater Advance	\$ 4,701,929	\$ 3,913,956
Committed to:		
Stabilization Fund	\$ 12,020,533	\$ 12,401,233
Assigned to:		
Emergencies	\$ 2,000,000	\$ 2,000,000
CIP / Capital	\$ 6,311,605	\$ 4,616,773
Unassigned	<u>\$ 4,529,040</u>	<u>\$ 3,888,425</u>
<b>Total Fund Balance</b>	<b>\$ 29,671,721</b>	<b>\$ 26,820,387</b>

# FY2018 Budget Summary

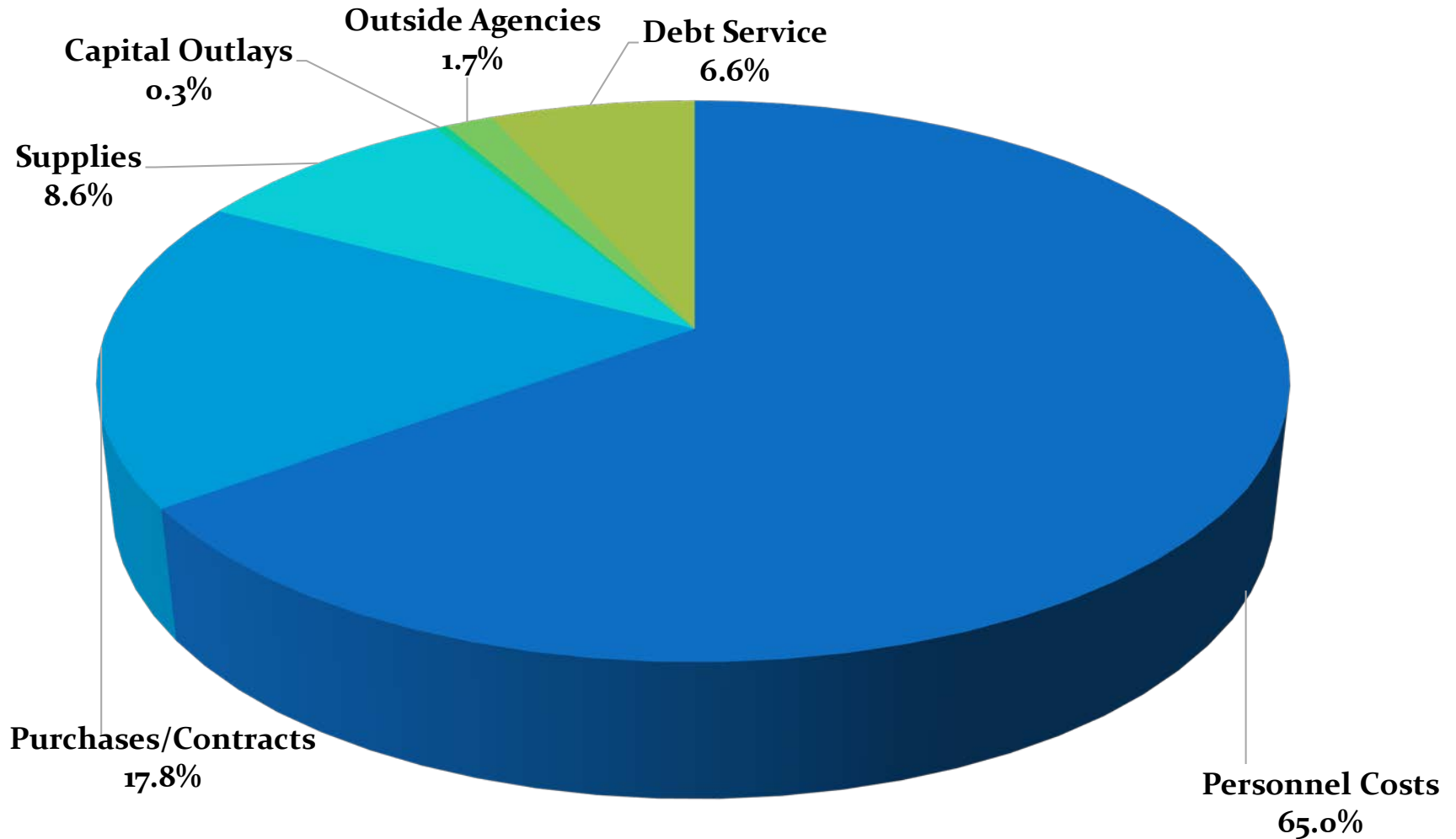
## BUDGET BREAKDOWN - REVENUE, EXPENDITURES WITH ALL TRANSFERS

	FY 2018 BUDGET	Revenue	Transfers In Operating	Transfers In Capital	Total Revenue And Other Sources	Expenditures	Transfers Out Operating	Transfers Out Capital	Total Exp. And Other Uses	Impact to Fund Balance
	<b>OPERATING BUDGET</b>									
100	General Fund	50,632,663	-	-	50,632,663	49,189,766	61,000	725,000	49,975,766	656,897
205	Law Library	50,000	-	-	50,000	50,000	-	-	50,000	-
214	State Court - DUI Court	150,000	-	-	150,000	129,649	-	-	129,649	20,351
215	Emergency Phone E-911	3,686,500	-	-	3,686,500	3,010,796	-	-	3,010,796	675,704
216	Jail Surcharge	371,000	61,000	-	432,000	432,000	-	-	432,000	-
217	Juvenile Supervision	16,000	-	-	16,000	19,750	-	-	19,750	(3,750)
218	Victims Assistance	150,800	-	-	150,800	109,163	-	-	109,163	41,637
219	Drug Abuse and Treatment	517,779	-	-	517,779	402,635	-	-	402,635	115,144
270	Fire Services	10,590,100	-	-	10,590,100	8,751,460	-	300,000	9,051,460	1,538,640
271	Street Lights	387,800	-	-	387,800	336,761	-	-	336,761	51,039
272	EMS	3,834,500	-	-	3,834,500	3,165,670	-	150,000	3,315,670	518,830
	Special Revenue Funds	19,754,479	61,000	-	19,815,479	16,407,884	-	450,000	16,857,884	2,957,595
	Governmental	70,387,142	61,000	-	70,448,142	65,597,650	61,000	1,175,000	66,833,650	3,614,492
505	Water System	18,332,500	-	-	18,332,500	15,686,500	-	2,646,000	18,332,500	-
508	Stormwater Management	-	25,000	-	25,000	25,000	-	-	25,000	-
540	Solid Waste & Recycling	76,050	-	-	76,050	210,440	-	-	210,440	(134,390)
	Enterprise Funds	18,408,550	25,000	-	18,433,550	15,921,940	-	2,646,000	18,567,940	(134,390)
	<b>TOTAL OPERATING BUDGET</b>	<b>88,795,692</b>	<b>86,000</b>	<b>-</b>	<b>88,881,692</b>	<b>81,519,590</b>	<b>61,000</b>	<b>3,821,000</b>	<b>85,401,590</b>	<b>3,480,102</b>
	<b>CAPITAL/CIP BUDGET</b>									
37_	Capital/CIP Funds (372/375)	-	-	5,919,315	5,919,315	5,919,315	-	-	5,919,315	-
	General Fund Balance	-	-	-	-	-	-	292,915	292,915	(292,915)
	GF Radio/Redwine Funding	-	-	-	-	-	-	1,549,495	1,549,495	(1,549,495)
	GF Project Contingency	-	-	-	-	-	-	649,963	649,963	(649,963)
	911 Project Contingency	-	-	-	-	-	-	40,000	40,000	(40,000)
	Fire Services Fund Balance	-	-	-	-	-	-	2,084,422	2,084,422	(2,084,422)
	Fire Radio Funding	-	-	-	-	-	-	374,867	374,867	(374,867)
	Fire Project Contingency	-	-	-	-	-	-	911,253	911,253	(911,253)
	EMS Radio Funding	-	-	-	-	-	-	16,400	16,400	(16,400)
	Total Governmental	-	-	5,919,315	5,919,315	5,919,315	-	5,919,315	11,838,630	(5,919,315)
507	Water System CIP	-	-	2,646,000	2,646,000	2,646,000	-	-	2,646,000	-
509	Stormwater Project Contingency	-	-	-	-	-	25,000	-	25,000	(25,000)
	Total Enterprise	-	-	2,646,000	2,646,000	2,646,000	25,000	-	2,671,000	(25,000)
610	Vehicles/Equipment	-	1,175,000	-	1,175,000	1,501,169	-	-	1,501,169	(326,169)
	<b>TOTAL CAPITAL BUDGET</b>	<b>-</b>	<b>1,175,000</b>	<b>8,565,315</b>	<b>9,740,315</b>	<b>10,066,484</b>	<b>25,000</b>	<b>5,919,315</b>	<b>16,010,799</b>	<b>(6,270,484)</b>
	<b>TOTAL BUDGET</b>	<b>88,795,692</b>	<b>1,261,000</b>	<b>8,565,315</b>	<b>98,622,007</b>	<b>91,586,074</b>	<b>86,000</b>	<b>9,740,315</b>	<b>101,412,389</b>	<b>(2,790,382)</b>

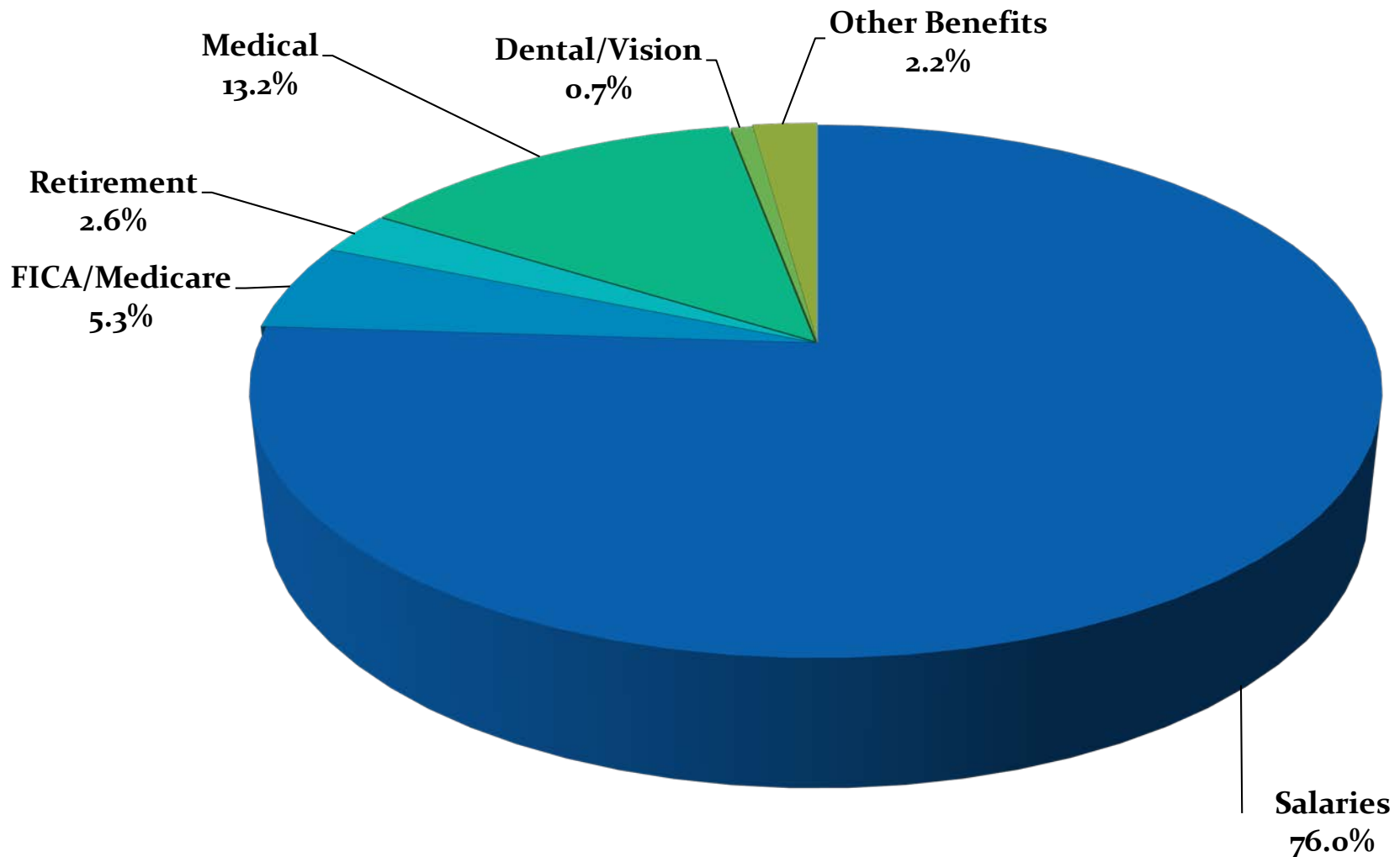
# General Fund Revenues



# General Fund Expenditures



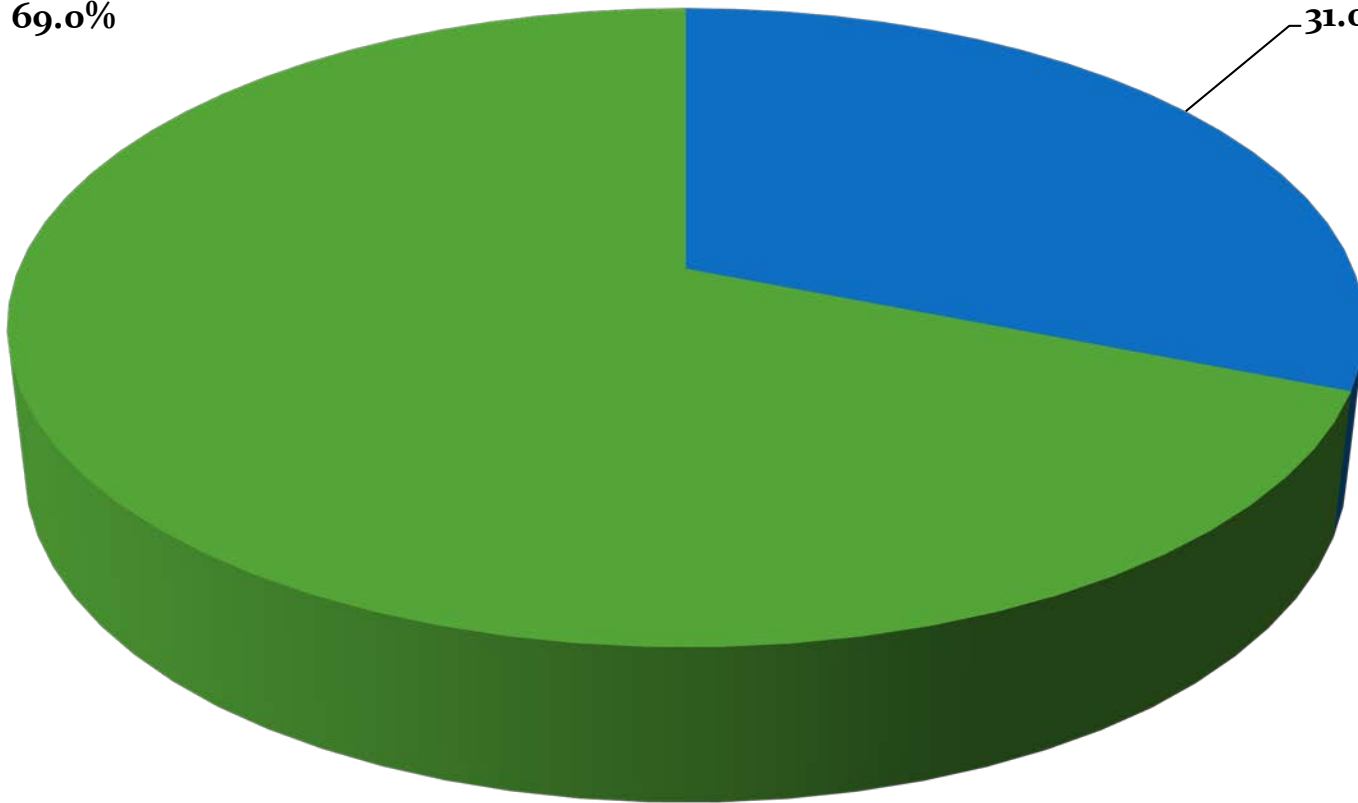
# General Fund Personnel Costs



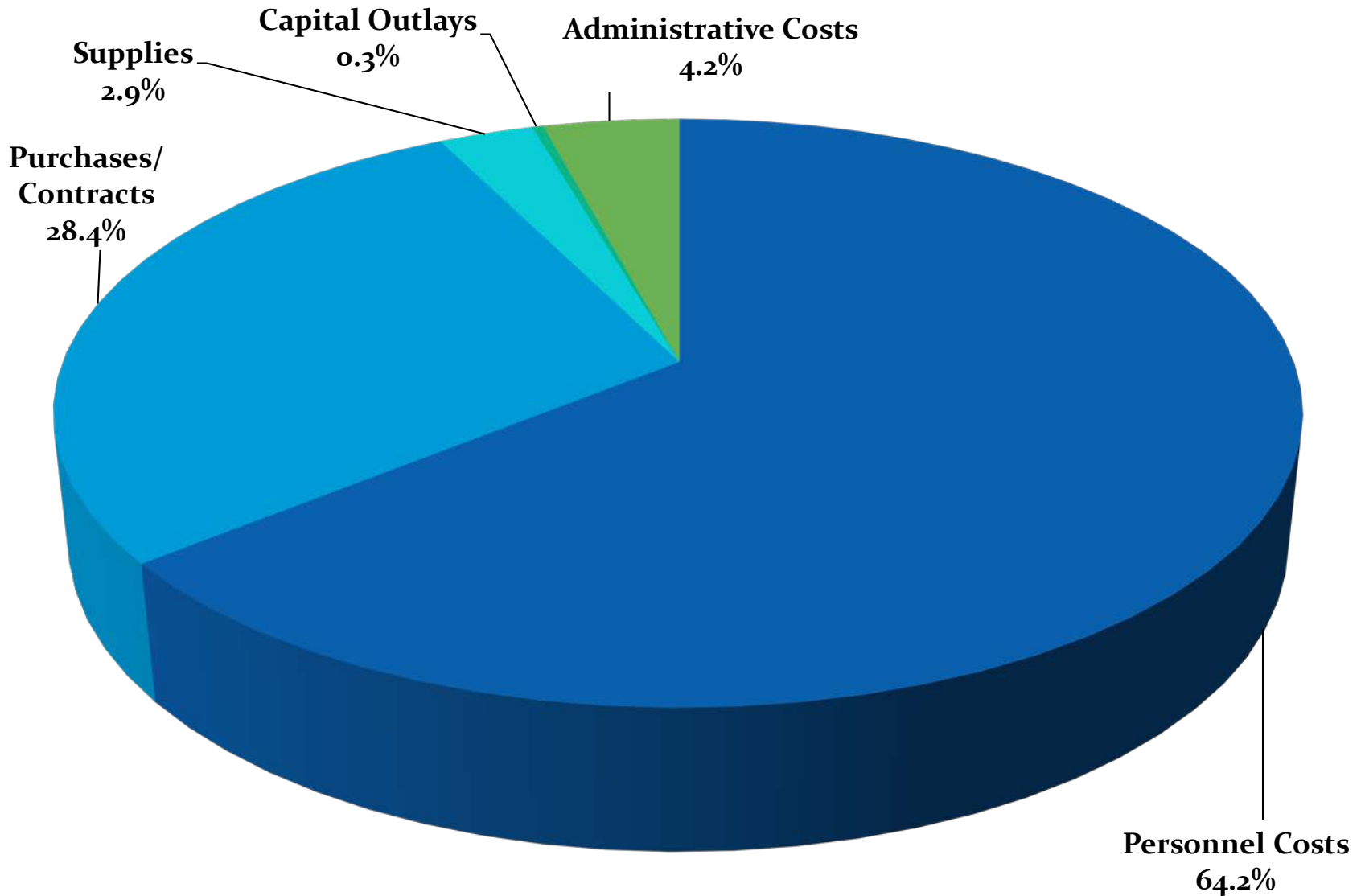
# 911 Fund Revenues

**Charges for Services**  
69.0%

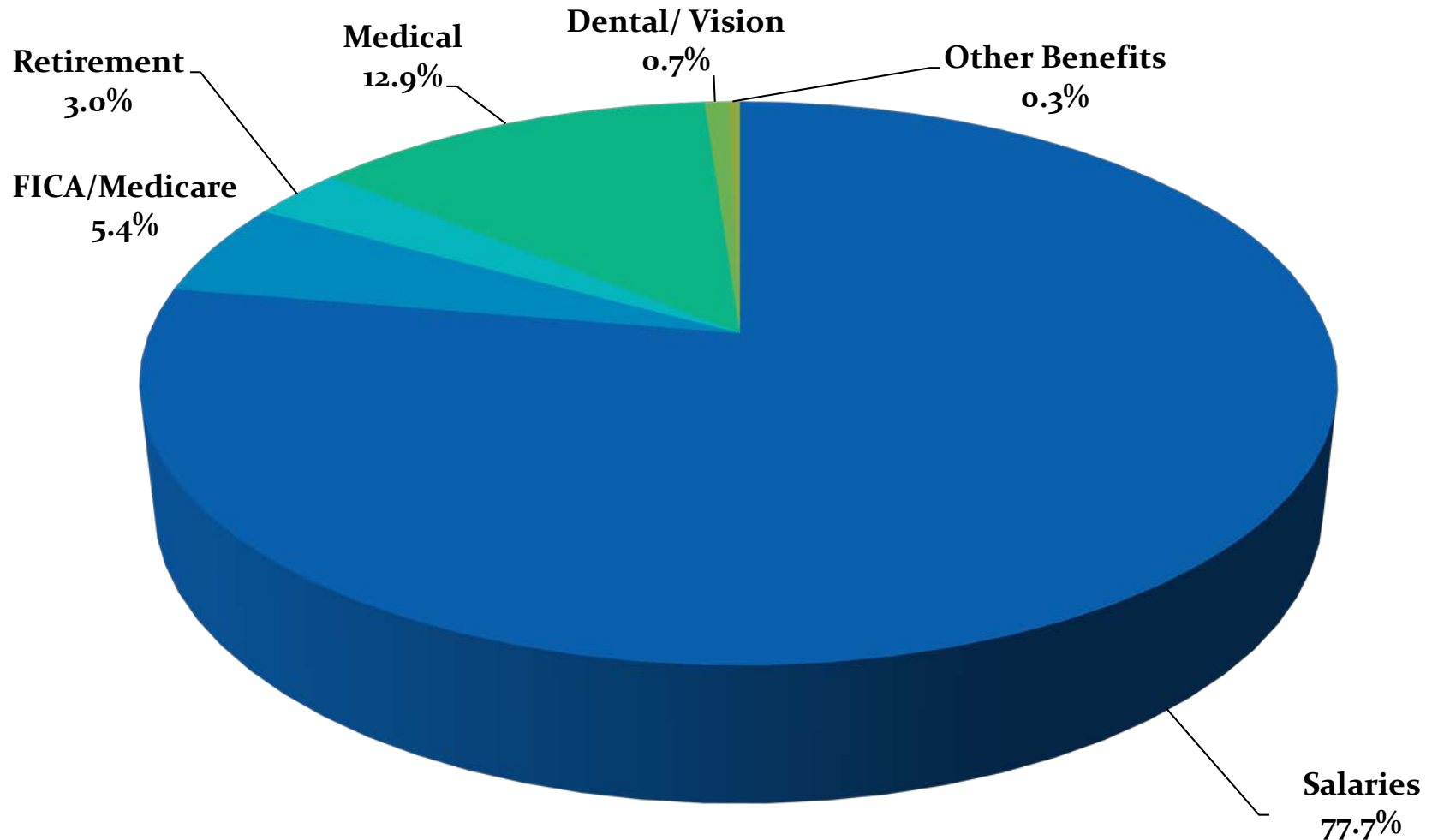
**Taxes**  
31.0%



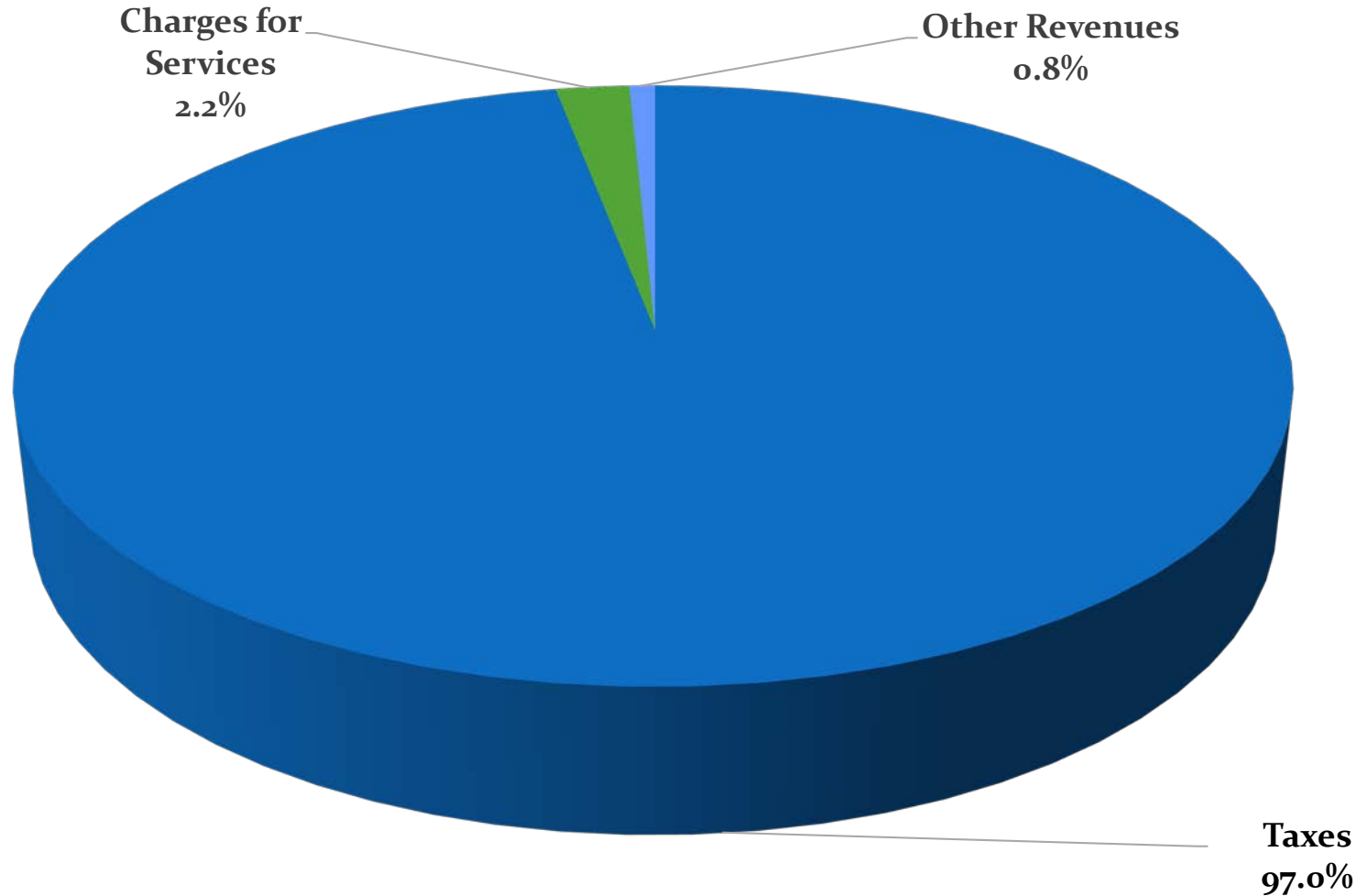
# 911 Fund Expenditures



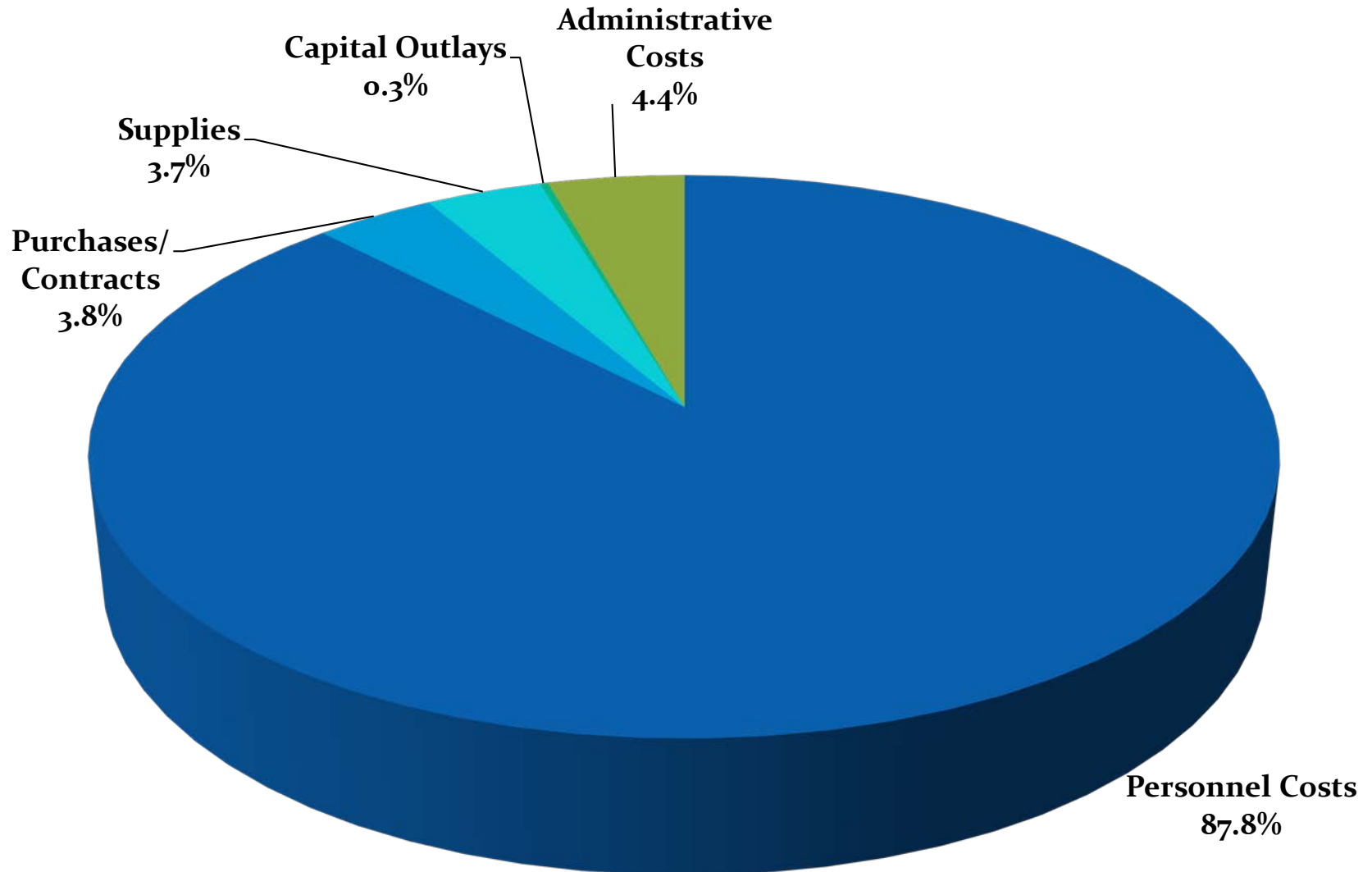
# 911 Fund Personnel Costs



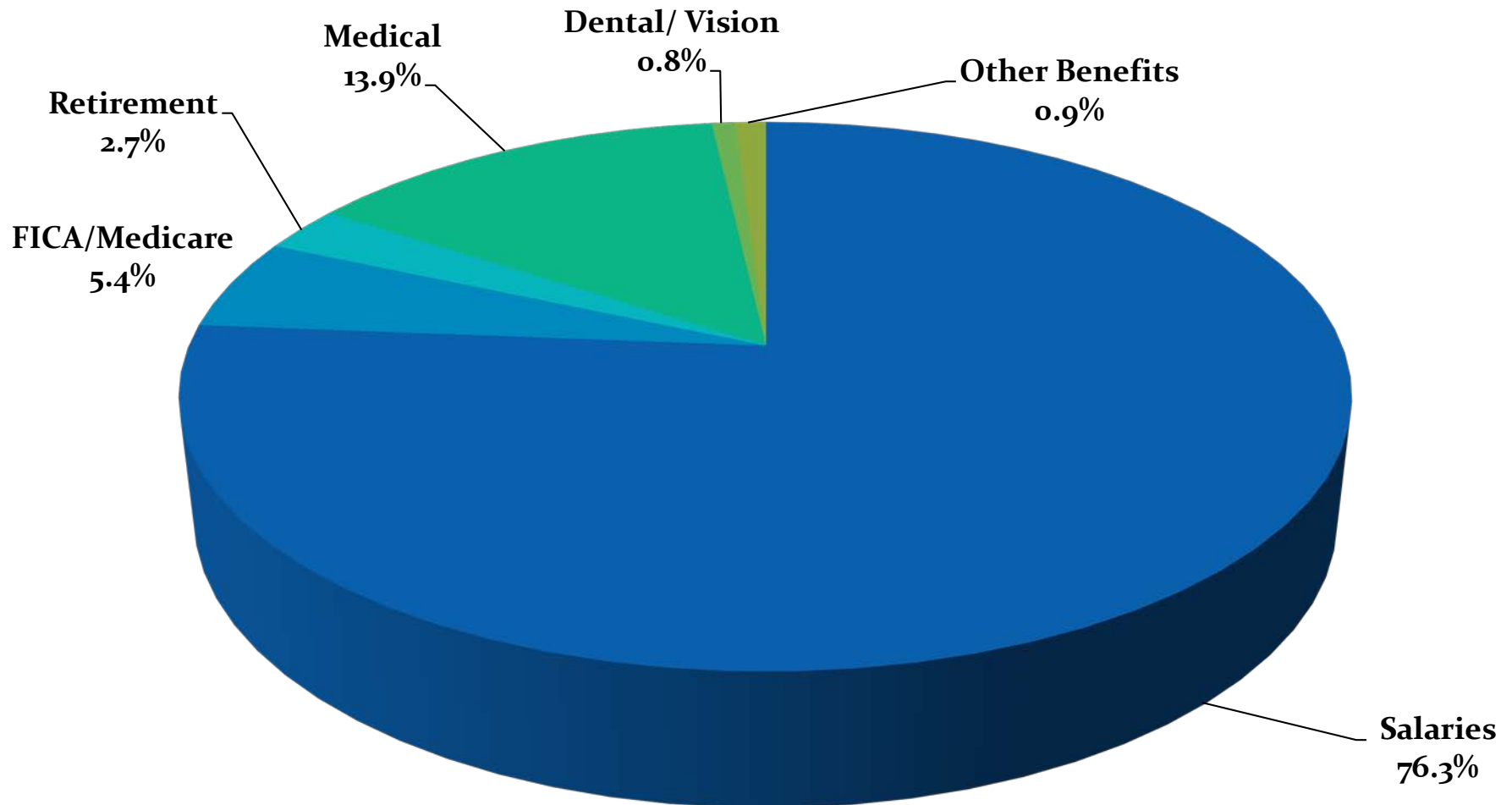
# Fire Fund Revenues



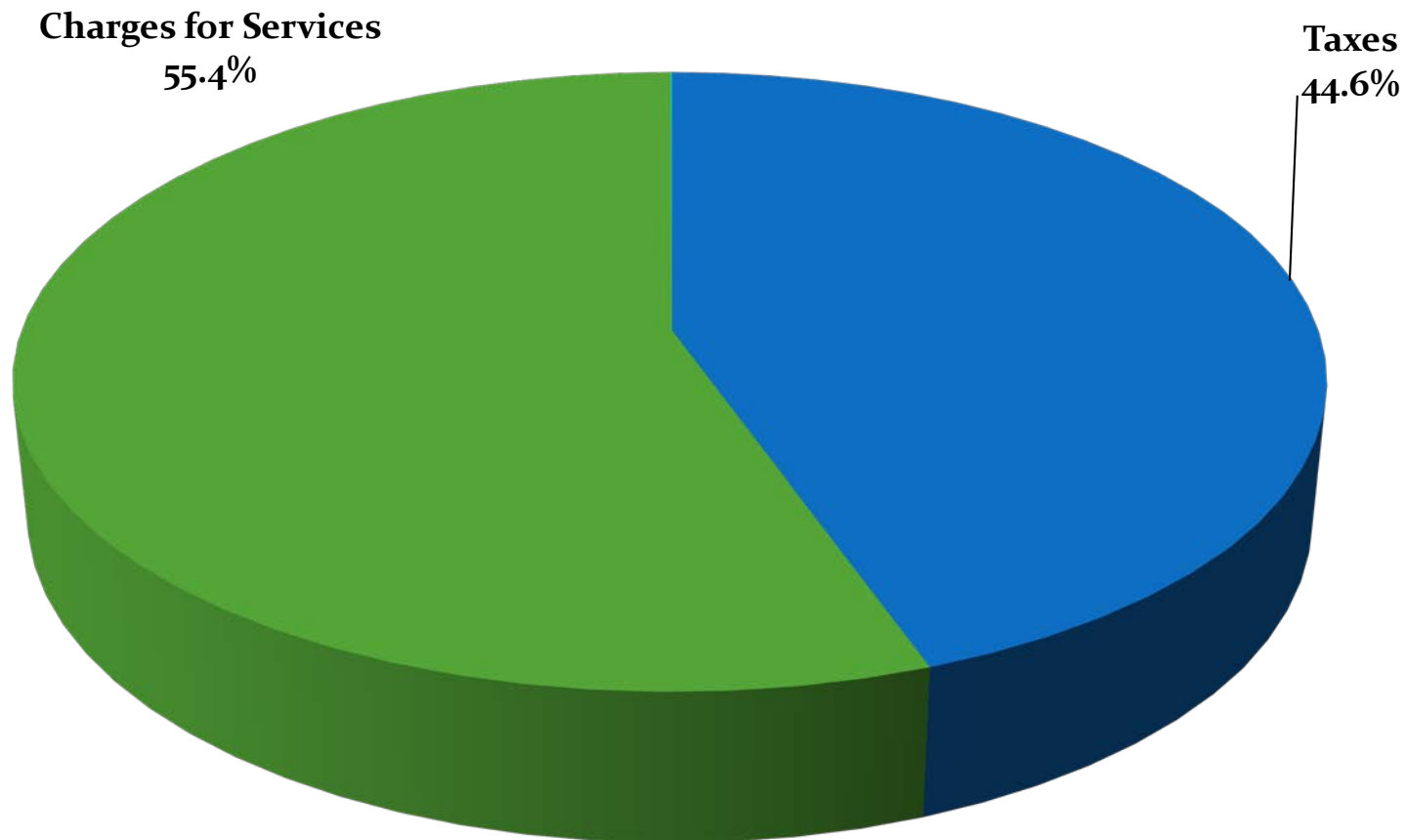
# Fire Fund Expenditures



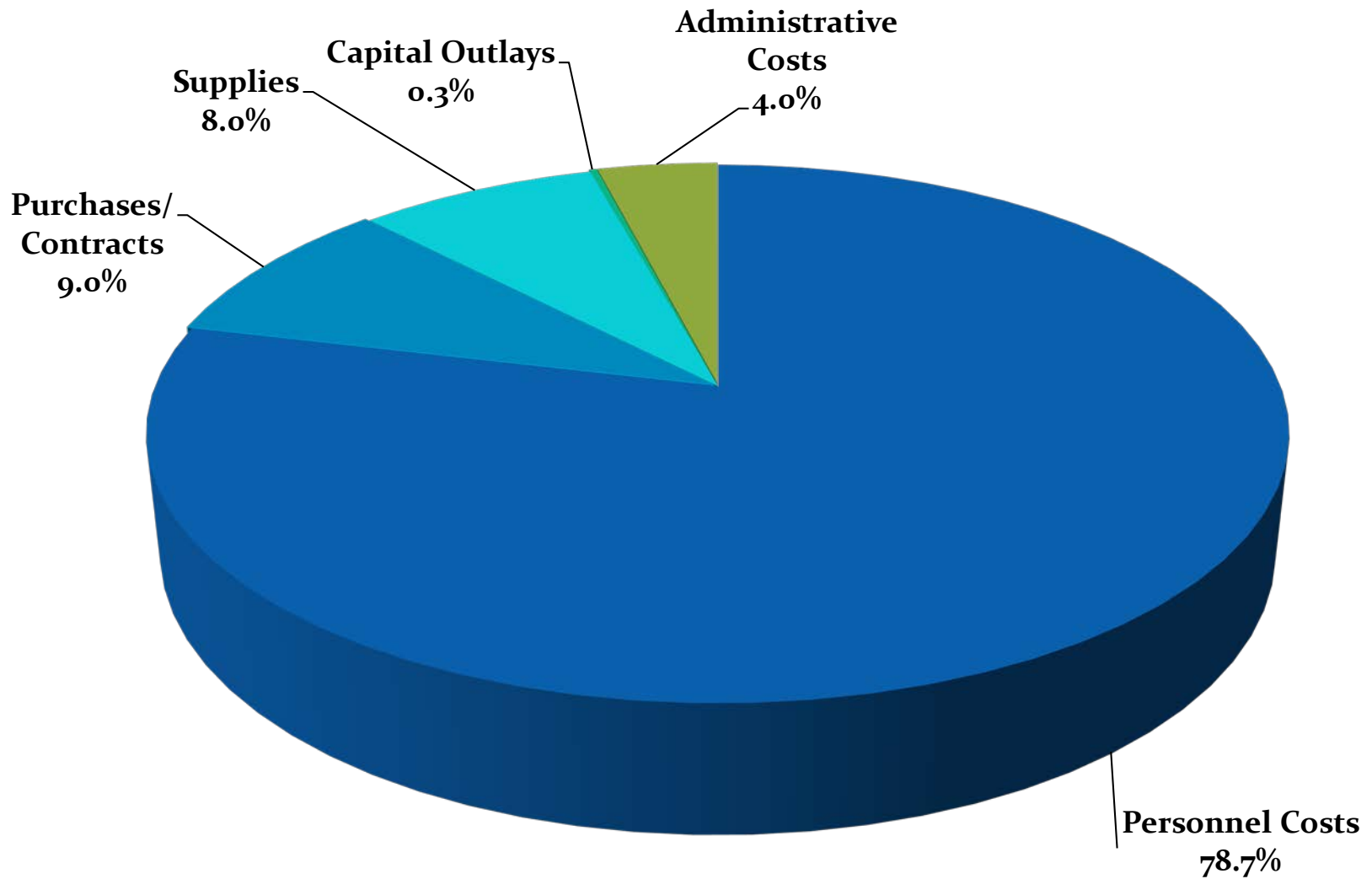
# Fire Fund Personnel Costs



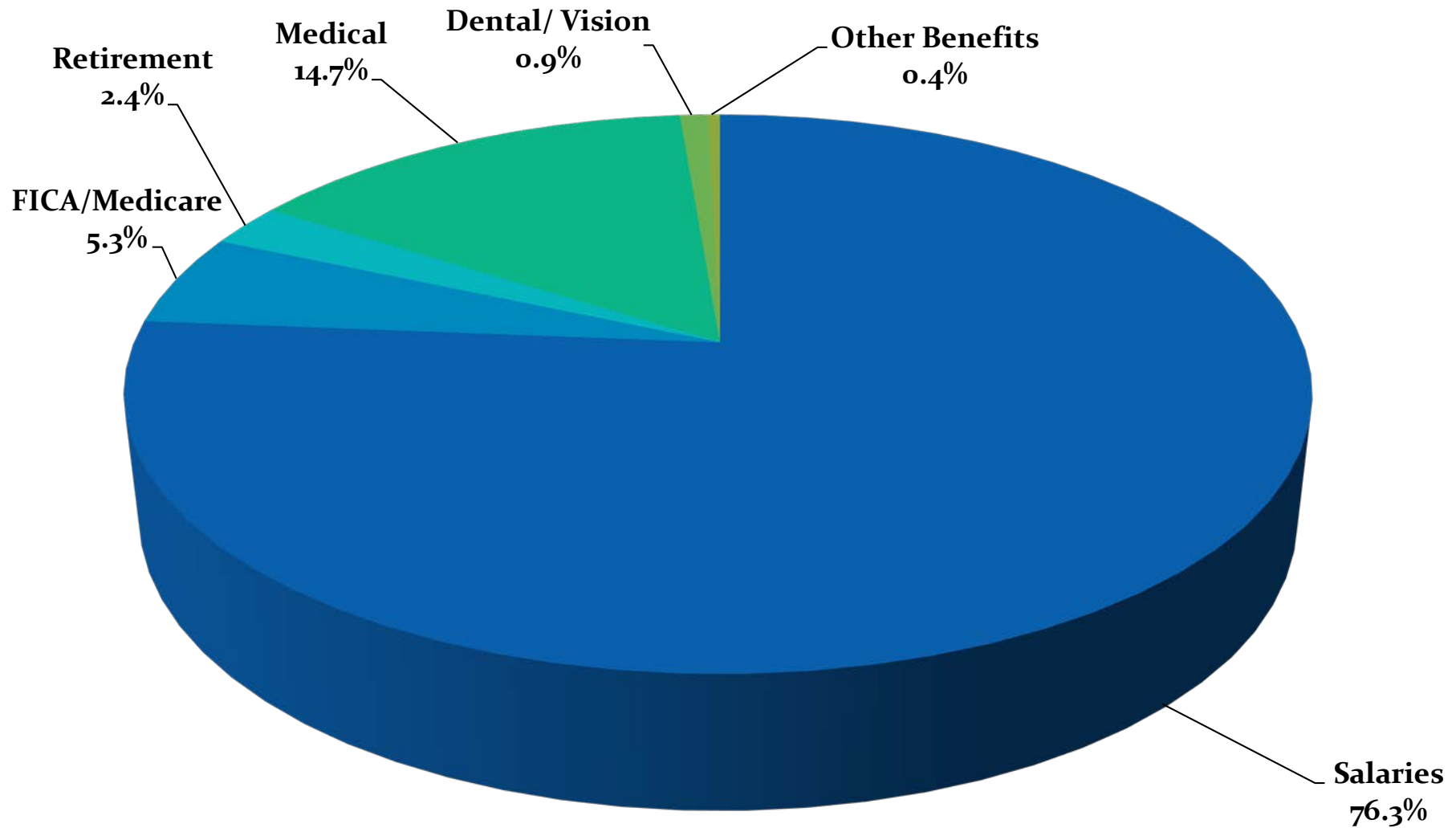
# EMS Fund Revenues



# EMS Fund Expenditures



# EMS Fund Personnel Costs



# Personnel Changes

## Funding is included for 740.549 FTEs County Wide

- 724 full-time
- 41 part-time positions equivalent to 16.549 FTEs

## FTE count is up 1.7%, 12.375 net, from 2017

- 11.0 FTE New positions
 

<ul style="list-style-type: none"> <li>▪ Parks &amp; Recreation</li> <li>▪ Building Safety</li> <li>▪ Roads</li> <li>▪ Roads</li> <li>▪ Tax Assessor</li> <li>▪ Tax Assessor</li> <li>▪ Environmental Mgmt.</li> <li>▪ Finance</li> <li>▪ Water System</li> <li>▪ Water System</li> </ul>	<ul style="list-style-type: none"> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>1.0</li> <li>2.0</li> </ul>	<ul style="list-style-type: none"> <li>Special Events &amp; Marketing Coordinator</li> <li>Plans Examiner</li> <li>Equipment Operator (Mowing Crew)</li> <li>Road Maintenance Worker (Mowing Crew)</li> <li>Tax Appraiser III - Personal</li> <li>Tax Appraiser II - Real</li> <li>Environmental Engineer</li> <li>Financial Analyst</li> <li>Utility Services Technician</li> <li>Distribution Maintenance Worker</li> </ul>
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# Personnel Changes

- 1.175 FTE Re-classed positions
  - Animal Control 0.5 Animal Adoption Officer now Full-time
  - Superior Court 0.375 Deputy Clerk I now Full-time
  - State Court Solicitor 0.3 CJIS Network Operator (increase hours)
  
- 2.5 FTE Part-time new positions
  - Juvenile Court 0.625 PT Deputy Clerk
  - Planning & Zoning 0.625 PT Zoning Technician
  - Probate 0.625 PT Deputy Clerk
  - State Court Judge 0.625 PT Administrative Assistant
  
- (2.1) FTE Abolished positions
  - Superior Court (0.375) PT Deputy Clerk
  - Tax Assessor (0.725) PT Appraiser Aide
  - Tax Commissioner (1.0) Tax Clerk

# Personnel Changes

## ■ Personnel Job Reclassifications:

- Animal Control: Sr. Animal Control Officer to Animal Control Officer
- 911: (3) Shift Supervisors to Assistant Training Manager, Communications Officer, and Terminal Agency Technician
- Environmental Mgmt: Utility Technician to Contract Administrator
- Water System: Water Plan Operator 1 to Water Plant Operator 1 and Training & Safety Coordinator

# Pay & Classification Study

- **Classification Title Changes:**

- 54-General Fund: Pay Adjustment: 32-Grades; 41-Employees - **\$87,300**
- 5-Fire: Pay Adjustment: **None**
- 5-Water System: Pay Adjustment: 3-Grades; 3-Employees - **\$7,041**
- 3-EMS Pay Adjustment: **None**
- 5-Emergency 911: Pay Adjustment: **None**

- **Classification Proposed Enhancements:**

- Fire/EMS: Firefighter **Advanced EMT** – 1 Step Adjustment
  - Fire: Grade 814 – 815: 24-Employees: Base Salary \$40,564; 5.06% - **\$46,911**
  - EMS: Grade 814 – 815: 10-Employees: Base Salary \$40,564; 5.06% - **\$19,546**
- Emergency 911: **Communications Officer** – 2 Step Adjustment
  - Grade 811 – 813: 16-Employees: Base Salary \$36,749; 10.38% - **\$55,300**

# Performance Pay Distribution

- Implementation to fund a forced ranking merit based system would be 2.75% of total county payroll of eligible employees.
  - General Fund **\$556,705**
  - Fire Services **\$156,509**
  - Water System **\$85,982**
  - EMS Services **\$50,424**
  - Emergency 911 **\$39,307**
  - Drug Abuse & Treatment **\$3,075**
  - State Court DUI **\$1,172**
  - Solid Waste **\$1,091**

# Performance Pay Distribution

## Who is eligible?

- All regular full-time and part-time employees who are in good standing, not subject to a Performance Improvement Plan, and are employed as of 7/1/2017.
- Full-time and part-time employees who are at the maximum step with their respective grade, are in good standing, not subject to a Performance Improvement Plan, and are employed as of 7/1/2017, will receive a one-time performance payment versus merit.

## Ineligible Employees:

- Employees who are currently subject to a Performance Improvement Plan; Elected officials, board members, seasonal or temporary workers (including temporary Election Clerks and Poll Workers);
- Employees who were no longer employed as of 7/1/2017;
- Employees who were hired/rehired during 2017, the merit is prorated basis based on the number of months worked in 2017.

# Maintenance & Operations

## Significant operational budget considerations:

- **Property/Casualty Insurance** – a 2.3% reduction in the property insurance premiums with an annual savings of \$12k.
  - Enhancement of coverage for automobile physical damage; deductible reduced from \$25k to \$5k.
  - Data breach coverage increased from \$25K to \$500k limit.
- **Vehicle/Heavy Equipment Replacement** – Continued funding into the Vehicle Equipment Fund to ensure future funding is available to replace vehicle and equipment:

		FY 2017	FY 2018
<b>General Fund</b>	\$	655,000	\$ 725,000
Vehicle	\$	475,000	\$ 525,000
Equipment	\$	180,000	\$ 200,000
<b>Fire Fund</b>	\$	200,000	\$ 300,000
<b>EMS Fund</b>	\$	115,000	\$ 150,000
<b>Total Funding</b>	\$	<b>970,000</b>	<b>\$ 1,175,000</b>

# Maintenance & Operations

## Significant operational budget considerations (continued) :

- **Road Department** - Initiate program to increase mowing services for Right-of-Way on State Routes and local roads from 3-4 times annually to 5-6 times annually.
  - New equipment cost \$255,879
  - New positions (2) Road Equipment Operator & Road Maint Worker
- **County Website Enhancements**
  - Create Interactive Citizen Entry Forms
  - Improve Ability to Locate and Research Documents
  - Department-Owned Content Management

# Maintenance & Operations

## Significant operational budget considerations (continued) :

- **SAGES Software Automation Improvements:**
  - Building Safety
  - Planning & Zoning
  - Environmental Management
  - Public Works
  - Fire Department
- **Risk Management Software** – Fleet Maintenance has \$19,200 allocated for the purchase of Risk Management software through Tyler Technology.
- **GIS Services** – Budget includes \$50,000 in IT for technical services related to GIS

# Maintenance & Operations

## Significant operational budget considerations (continued) :

- **Paramedic Training Program** – Funding provided for Fire / EMS staff to be reimbursed for Advanced EMT training cost of \$6,000 – impact to budget \$72,000.
- **Employee Wellness** – CIGNA provided \$50,000 credit Wellness Initiative and HR funded \$15,000 to continue the successful weight watchers' program in its third year.
- **Outside Agency budgets**
  - **Senior Citizens Center** – increased funding by \$31k to assist with funding shortfalls.

# Capital Improvement Program

## Capital Expenditures

### Vehicles / Equipment

# Capital Improvement Program – As Proposed

<b>Project Description</b>	<b>FY 2018</b>	<b>2019-2022 Total</b>	<b>Total 5 Year CIP Plan</b>
Roof Repairs - Admin Bldg.	115,000	-	115,000
Justice Center Water Heater Replacement	15,000	-	15,000
Heritage Park Irrigation System	14,500	-	14,500
Walk In Body Cooler & Storage Building	15,000	-	15,000
Animal Control Renovations - Additional	50,000	-	50,000
Links Master Plan/Phase 1	-	500,000	500,000
Stonewall Renovations - Extension (10K) and IT (5K)	15,000	-	15,000
Cameras	5,000	-	5,000
<b>Total - Bldg &amp; Grounds</b>	<b>229,500</b>	<b>500,000</b>	<b>729,500</b>
Copier	7,495	-	7,495
<b>Total Animal Control</b>	<b>7,495</b>	<b>-</b>	<b>7,495</b>
Plotter	5,635	-	5,635
<b>Total Public Works Admin</b>	<b>5,635</b>	<b>-</b>	<b>5,635</b>
Reconstruction of Parking Lot and Fence Expansion	92,686	-	92,686
Salt Barn (1)	12,374	-	12,374
Message Boards (2)	31,700	-	31,700
Clark Forklift	7,499	-	7,499
Mobile Trailers	12,000	-	12,000
Equipment Building	19,100	-	19,100
Snow Plow (1)	15,700	-	15,700
<b>Total - Road</b>	<b>191,059</b>	<b>-</b>	<b>191,059</b>

# Capital Improvement Program – As Proposed

<b><u>Project Description</u></b>	<b><u>FY 2018</u></b>	<b><u>2019-2022 Total</u></b>	<b><u>Total 5 Year CIP Plan</u></b>
Aerial Photography - Orthophotography	-	90,000	90,000
FY2018 Systemwide Consolidate/Redesign	175,000	700,000	875,000
CAD/Spillman Upgrade	117,000	-	117,000
Audio Visual Upgrades - Justice Center	100,000	-	100,000
Phone System Revitalization & Conversion	162,000	-	162,000
<b>Total - Info Systems</b>	<b>554,000</b>	<b>790,000</b>	<b>1,344,000</b>
SAGE - Computer Software & Upgrades	118,916	-	118,916
<b>Total - Building Safety</b>	<b>118,916</b>	<b>-</b>	<b>118,916</b>
HVAC System	40,000	-	40,000
<b>Total - 911</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>

# Capital Improvement Program – As Proposed

<u>Project Description</u>	<u>FY 2018</u>	<u>2019-2022 Total</u>	<u>Total 5 Year CIP Plan</u>
McCurry Park Turf Planning Soccer #24, 25) & Football	24,000	-	24,000
McCurry Park & Kiwanis - Restroom Stalls	120,000	-	120,000
McCurry Pk - Re-crowning of soccer field	-	165,000	165,000
Multi-purpose trails	-	300,000	300,000
Kiwanis Park Restroom Facility	-	120,000	120,000
Park Security Cameras	40,000	-	40,000
McCurry Park Dog Park	25,000	-	25,000
Kenwood Park Fence Replacement	30,000	-	30,000
McCurry Park Football Field Fencing #3	40,000	-	40,000
McCurry Park Parking Lot Striping	20,000	-	20,000
McCurry Pk - Multi-purpose fields light installation	-	450,000	450,000
Kenwood Park Restroom Flooring Upgrade	32,000	-	32,000
Kiwanis Parking Lot Coating and Striping	70,000	-	70,000
McCurry Park Drainage Improvements	29,000	-	29,000
Kiwanis Park Athletic Field Lighting Refurbishment	-	300,000	300,000
McCurry Pk - Soccer field lighting refurbishment	150,000	600,000	750,000
Kenwood Park Track Refurbishment	75,000	-	75,000
Brooks Equestrian Park	25,000	-	25,000
<b>Total - Recreation</b>	<b>680,000</b>	<b>1,935,000</b>	<b>2,615,000</b>
Sheriff's Office Parking Lot Repair	97,212	-	97,212
Jail Intercom Communications System	8,885	-	8,885
Inmate Medical Computerized Work Station & Monitors	14,702	-	14,702
Sheriff's Office Refurbishments	100,000	-	100,000
Courthouse Ballistic Desks	14,872	-	14,872
HVAC Equipment Replacement Program	74,300	785,558	859,858
Taser Replacement Program	50,994	257,300	308,294
<b>Total - Sheriff</b>	<b>360,965</b>	<b>1,042,858</b>	<b>1,403,823</b>

# Capital Improvement Program – As Proposed

<b>Project Description</b>	<b>FY 2018</b>	<b>2019-2022 Total</b>	<b>Total 5 Year CIP Plan</b>
SCBA - Breathing Apparatus	770,500	-	770,500
Links - Training Facility	-	825,000	825,000
Pump Test/Pump Training Pit	-	100,000	100,000
LP Tank Simulator/Vehicle Fire Simulator	-	60,480	60,480
Auto Extrication Area	-	19,500	19,500
Maze/confined Space Simulator	-	11,685	11,685
Driver Training Area (Cone Course)	-	175,900	175,900
Fire Station 2	2,500,000	-	2,500,000
Fit Test Machine	7,495	-	7,495
Firefighter Protective Clothing	64,047	-	64,047
Mobile Data Hot Spot (12)	14,400	-	14,400
Thermal Imaging Cameras	-	9,000	9,000
Septic System Repair - FS#1 - 75% Fire	6,600	-	6,600
Fire Station Bay Door Sensors (5)	7,500	-	7,500
<b>Total - Fire</b>	<b>3,370,542</b>	<b>1,201,565</b>	<b>4,572,107</b>
Ventilator	-	9,000	9,000
AEDs	7,000	27,000	34,000
Protective Clothing (12 sets)	7,200	-	7,200
Septic System Repair - FS#1 - 25% EMS	2,200	-	2,200
<b>Total EMS</b>	<b>16,400</b>	<b>36,000</b>	<b>52,400</b>
EOC - Highband Antenna	17,355	-	17,355
Weather Warning Siren System Repairs	15,520	-	15,520
Automatic External Defibrillators (AED) - 36 - Countywide	50,000	-	50,000
<b>Total EMA</b>	<b>82,875</b>	<b>-</b>	<b>82,875</b>

# Capital Improvement Program – As Proposed

<u>Project Description</u>	<u>FY 2018</u>	<u>2019-2022 Total</u>	<u>Total 5 Year CIP Plan</u>
Copier - Juvenile Court	7,495	-	7,495
<b>Total Juvenile Court</b>	<b>7,495</b>	<b>-</b>	<b>7,495</b>
Replacement of Library Roof	110,175	-	110,175
Library Restroom Renovation	75,000	-	75,000
Furniture for Repurposed Reference Room	20,141	-	20,141
<b>Total Library</b>	<b>205,316</b>	<b>-</b>	<b>205,316</b>
Cubicle Replacement	21,117	-	21,117
<b>Total Probate Court</b>	<b>21,117</b>	<b>-</b>	<b>21,117</b>
Future Floodplain Study Update	28,000	56,000	84,000
<b>Total Environmental Management</b>	<b>28,000</b>	<b>56,000</b>	<b>84,000</b>

# Capital Improvement Program – As Proposed

<u>Project Description</u>	<u>FY 2018</u>	<u>2019-2022 Total</u>	<u>Total 5 Year CIP Plan</u>
Crosstown Renovation	-	35,000	35,000
SCADA	-	440,000	440,000
Sodium Hypochlorite Crosstown	-	250,000	250,000
Sodium Hypochlorite South Fayette	-	250,000	250,000
White Road Control Valve	100,000	-	100,000
Purate Chlorine Dioxide	450,000	-	450,000
LED lighting inside Crosstown WTP buildings	-	120,000	120,000
North Waterline Enhancement Project	100,000	800,000	900,000
Water Treatment Supply Redundancy	-	400,000	400,000
Backwash Return Elimination CTP (Pumping System)	550,000	-	550,000
Backwash Return Elimination SF (Float Decant System)	350,000	-	350,000
Solids Handling (Dewatering) - Crosstown	500,000	-	500,000
Solids Handling (Dewatering) - South Fayette	-	500,000	500,000
Water Plan Maintenance & Storage Building	-	500,000	500,000
Bridger Point Waterline	110,000	-	110,000
Coastline Road Waterline	180,000	-	180,000
McDonough Road Renovations	40,000	-	40,000
Private Water System Acquisition	-	1,000,000	1,000,000
Camera Surveillance Systems S Fay	10,000	-	10,000
Camera Surveillance Systems CTWP	10,000	-	10,000
Portable Flow Meter	16,000	-	16,000
Chemical Feed Equipment	30,000	-	30,000
Waterline Extensions	200,000	6,000,000	6,200,000
<b>Total Water System</b>	<b>2,646,000</b>	<b>10,295,000</b>	<b>12,941,000</b>

<b>Total - General Fund CIP Requests</b>	<b>2,492,372</b>	<b>4,323,858</b>	<b>6,816,230</b>
<b>Total - 911 Requests</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>
<b>Total - Fire Requests</b>	<b>3,370,542</b>	<b>1,201,565</b>	<b>4,572,107</b>
<b>Total - EMS Requests</b>	<b>16,400</b>	<b>36,000</b>	<b>52,400</b>
<b>TOTAL - CIP Requests - Governmental</b>	<b>5,919,314</b>	<b>5,561,423</b>	<b>11,480,737</b>
<b>TOTAL - CIP Requests - Enterprise</b>	<b>2,646,000</b>	<b>10,295,000</b>	<b>12,941,000</b>
<b>TOTAL - CIP Requests</b>	<b>8,565,314</b>	<b>15,856,423</b>	<b>24,421,737</b>

## FY 2018 Budget – Vehicles

Department	Replacing Asset Number	Vehicle to be Replaced	Replacement / New Vehicles	Total Recommended
Building & Grounds		1999 Ford-250	Ford F-250 Reg Cab V-8 Long Bed 4 X2	27,887
Building & Grounds		2001 Ford F-150	Ford F-250 Reg Cab V-8 Long Bed 4 X2	27,887
Building & Grounds		2001 Ford F-150	Ford F-250 Reg Cab V-8 Long Bed 4 X2	21,532
Building & Grounds		2003 Ford F-150	Ford F-250 Reg Cab V-8 Long Bed 4 X2	21,532
			<b>Total Building &amp; Grounds</b>	<b>98,838</b>
Fire	11393	2003 Crown Vic	Ford F-150 Half Ton	36,052
EMA	19708	2006 Crown Vic	Ford F-150 Half Ton	32,672
Fire	10758	1996 E-One Pumper	Fire Pumper	478,941
			<b>Total Fire &amp; EMA</b>	<b>547,665</b>
Road	25307	2007 Ford F-150 4X4	Ford F-150 (On Call Truck)	25,990
Road	25287	2007 Ford F-150 4X4	Ford - 150 (Paving Foreman's Truck)	23,821
			<b>Total Road</b>	<b>49,811</b>
Building Safety	NEW	N/A	Ford F-150 2WD	20,749
			<b>Total Building Safety</b>	<b>20,749</b>
Water	22291	Ford F-250	Ford F-150	26,863
Water	96044	Ford Ranger	Ford F-150	24,313
Water	22625	Ford Ranger	Ford F-150	30,421
Water	22211	F-250 Service Truck	Ford F-450 with Crane & Service Body	67,220
Water	22178	F-450 Crew Cab	Ford F-450	69,563
			<b>Total Water</b>	<b>218,380</b>

## FY 2018 Budget – Vehicles (cont'd.)

Department	Replacing Asset Number	Vehicle to be Replaced	Replacement / New Vehicles	Total Recommended
Sheriff	21864	2008 Chevrolet Tahoe	2017 Chevrolet Tahoe - 30310	53,501
Sheriff	21585	2007 Chevrolet Impala	2017 Chevrolet Tahoe - 30321	53,501
Sheriff	16374	2005 Mercury Mariner	2017 Ford Explorer - 30321	48,976
Sheriff	20933	2007 Ford Explorer	2017 Ford Explorer - 30321	48,976
Sheriff	16658	2006 Dodge Charger	2017 Chevrolet Tahoe - 30321	53,501
Sheriff	21686	2008 Dodge Charger	2017 Ford Explorer - 30323	48,976
Sheriff	24949	2011 Dodge Charger	2017 Ford Explorer - 30323	48,976
Sheriff	23928	2010 Dodge Charger	2017 Ford Explorer - 30323	48,976
Sheriff	25719	2013 Dodge Charger	2017 Ford Explorer - 30323	48,976
Sheriff	25718	2013 Dodge Charger	2017 Chevrolet Tahoe - 30323	53,501
Sheriff	25717	2013 Dodge Charger	2017 Ford Explorer - 30323	48,976
Sheriff	22738	2016 Chevrolet Caprice	2017 Ford Explorer - 30323	48,976
			<b>Total Sheriff</b>	<b>605,812</b>
			<b>FY2018 Vehicle Request Total</b>	<b>1,541,255</b>

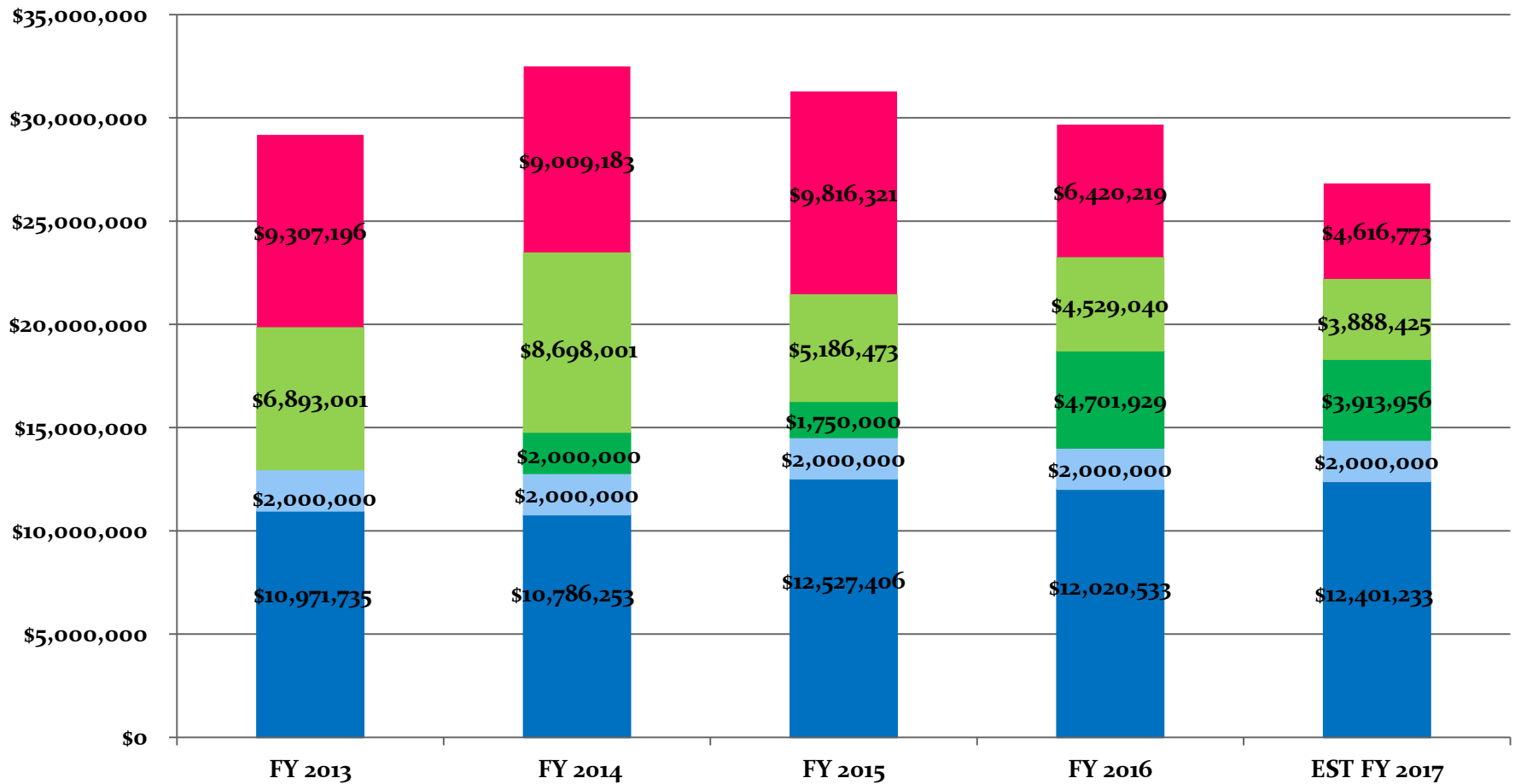
# FY 2018 Budget – Heavy Equipment

Department	Replacing Asset Number	Equipment to be Replaced	Replacement / New Equipment	Total Recommended
Building & Grounds	26297/26307	Replace (2) 2007 Grasshopper Spraying Units	John Deere Pro-Gator 2020A with Spray Tank	34,330
Building & Grounds		Replace (3) Jacobson Reel Mowers	Toro Grounds Master 4500-D	61,727
			<b>Total Building &amp; Grounds</b>	<b>96,057</b>
Roads		1996 Finn Hydroseeder	Hydro Seeder	59,000
Roads	NEW	N/A	Attachments for CAT 938F Front End Loader	23,237
			<b>Total Road</b>	<b>82,237</b>
Solid Waste	NEW	N/A	Yard Waste Screener	15,000
			<b>Total Solid Waste</b>	<b>15,000</b>
Water	NEW	N/A	Hydraulic Equipment for Main Breaks	14,000
Water	NEW	N/A	Polaris Ranger	11,000
Water	NEW	N/A	Polaris Ranger	11,000
Water	NEW	N/A	Welder Bob Cat Diesel 250	8,000
Water	NEW	N/A	Portable Flow Meter for Calibration	15,892
Water	NEW	N/A	Portable Gantry Crane	5,600
Water		Replace Backhoe in Distribution	Rubber Tire Back Hoe	85,000
			<b>Total Water</b>	<b>150,492</b>
			<b>FY2018 Equipment Request Total</b>	<b>343,786</b>
			<b>FY2018 Vehicle Request Total</b>	<b>1,541,255</b>
			<b>Total Vehicle and Equipment</b>	<b>1,885,041</b>

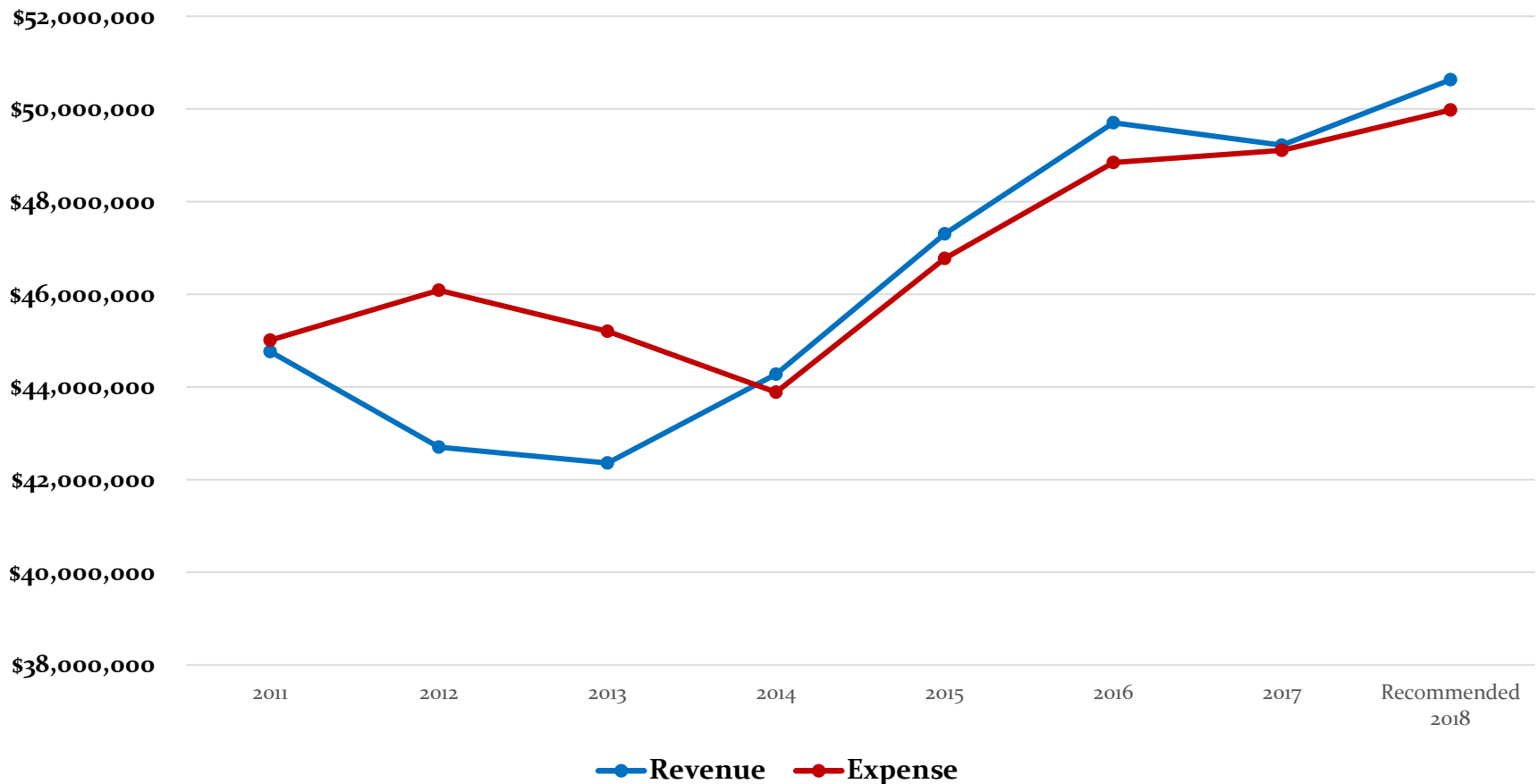
# General Fund

## Fund Balance Trends – Last 5 FY

■ Committed, Stabilization Fund    
 ■ Assigned, Emergencies    
 ■ Nonspendable, Stormwater Advance  
■ Unassigned    
■ Assigned, Capital Projects



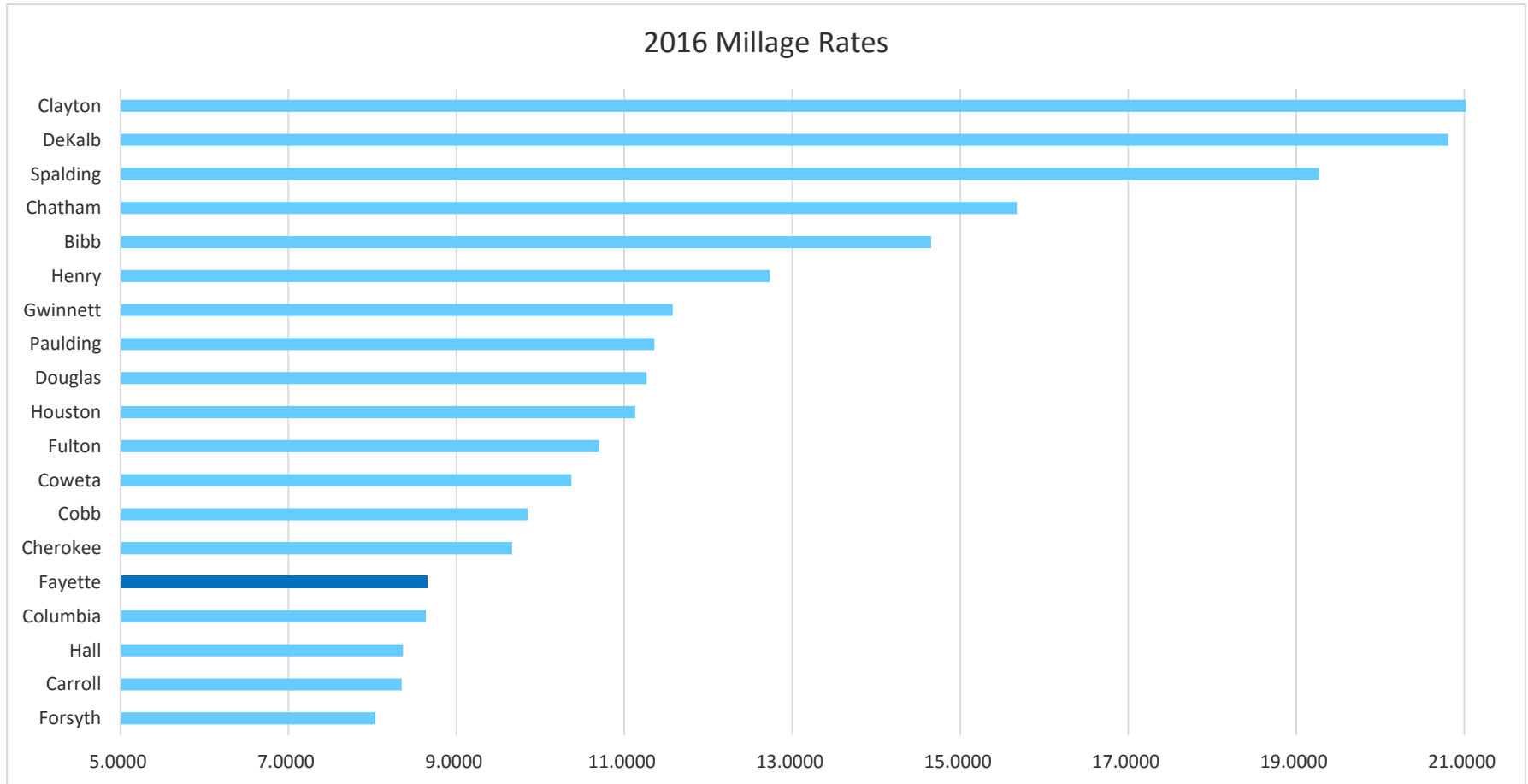
# General Fund Original Adopted Budget



# Population and Staffing



# Millage Rate Comparison



# FY2018 Budget - Highlights

## Significant operational budget considerations:

- General Fund impact from maintenance & operations is positive.
- Proposed Budget increases General Fund Balance \$656,897
- No Property Tax Increase while maintaining Superior Service Delivery
- Millage Rate Rollback Savings \$2,443,113
- Includes Rolling 5 Year Capital Improvement Program of \$4,616,773
- Changes in Personnel levels protect the existing outstanding service delivery to our Citizens.
- Budget continues to maintain the commitment to balance current year revenues with current year expenses. No use of unassigned fund balance.
- Funding for Comp / Class Study and Merit Pay.
- Incorporates Defined Benefit Plan funding over required levels.
- Maintains Employee Benefits – Medical/Dental/Vision & Defined Contribution
- County-Wide departmental cooperation continues to yield positive results.

# Future Public Hearings

- **First Public Hearing**
  - Tuesday, June 6, 2017 at 7:00 p.m.
  
- **Second Public Hearing – Budget Adoption**
  - Thursday, June 22, 2017 at 7:00 p.m.

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

Approval of staff's recommendation to award 2018 Property & Casualty Insurance coverage at \$525,055 to OneBeacon, and Sheriff's Office AD&D at \$2,035 and Commissioners' Travel Accident at \$750 to The Hartford, for a total award of \$527,840.

**Background/History/Details:**

Property & Casualty Insurance policies must be negotiated each year. The carriers who insure local governments normally accept application packages from insurance brokers or agents, rather than RFP's directly from local governments. Apex Insurance, the county's Broker of Record, and the Association County Commissioners of Georgia's Interlocal Risk Management Agency (ACCG-IRMA) provided insurance program proposals for the county's consideration. The attached backup information describes the process and recommendation in more detail.

**What action are you seeking from the Board of Commissioners?**

Approval of staff's recommendation to award 2018 Property & Casualty Insurance coverage at \$525,055 to OneBeacon, and Sheriff's Office AD&D at \$2,035 and Commissioners' Travel Accident at \$750 to The Hartford, for a total award of \$527,840.

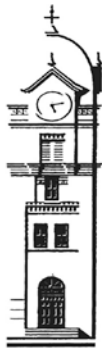
**If this item requires funding, please describe:**

Funds are requested in the Fiscal Year 2018 budget, Object 523180 (Insurance & Bond Services). Costs are allocated to Org. Codes 10010090, 10030090, 27030550, and 50541010 in the amounts shown on the backup documents.

Has this request been considered within the past two years? If so, when? Is Audio-Visual Equipment Required for this Request?\* Backup Provided with Request? 

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Reviewed by Legal Approved by Purchasing County Clerk's Approval Administrator's Approval **Staff Notes:**



*Fayette*  
COUNTY

"WHERE QUALITY  
IS A LIFESTYLE"

140 STONEWALL AVENUE WEST, STE 101  
FAYETTEVILLE, GEORGIA 30214  
PHONE: 770-305-5420  
www.fayettedcountyga.gov

To: Steve Rapson  
From: Ted L. Burgess  
Date: June 6, 2017  
Subject: Property & Casualty Insurance for FY 2018

The county enters into an agreement for property and casualty insurance each fiscal year. This includes a number of categories of coverage, including general liability, automobile liability and collision, public officials and employees' liability, law enforcement liability, crime, property and equipment, inland marine, and related risk categories. Due to the unique nature of the insurance industry, the county designates a Broker of Record each year. The Broker of Record goes through the process of soliciting prices and comparing values among the various insurance carriers who respond. This provides better access to insurance carriers that we would get from issuing our own Requests for Proposal, thereby providing a more effective procurement method.

For FY 2018, the county's Broker of Record – Apex Insurance – approached six carriers for quotes. They responded as follows:

OneBeacon	Quoted package, with Nova Casualty providing professional liability lines
Nova Casualty	Quoted professional liability lines, & a complete package
Glatfelter	Declined – Does not insure jail exposure
Liberty Mutual	Declined – Uncompetitive with pricing
Euclid	Declined – Uncompetitive with pricing
Hartford	Declined – Uncompetitive with pricing
Wright Specialty	Declined – Uncompetitive with pricing

The Association County Commissioners of Georgia's Interlocal Risk Management Agency (ACCG-IRMA) also submitted a quote. This is a pooled risk-sharing program that a number of counties use for their property and casualty insurance.

Both OneBeacon and ACCG-IRMA submitted good proposals. Each contained it's own stipulations that would be advantageous to the county. As submitted, ACCG-IRMA's quoted premium is the lowest. A comparison of premiums, other expenses, and risks provides some additional considerations:

	OneBeacon		
	Nova	Nova	
	Package	Only	ACCG-IRMA
Total Premium:			
<b>Property &amp; Casualty</b>	<b>\$524,451.00</b>	<b>\$570,070.00</b>	<b>\$497,657.00</b>
Data Breach Limit - \$500,000	604.00	7,500.00	-
<b>Total Property &amp; Casualty Ins.</b>	<b>525,055.00</b>	<b>577,570.00</b>	<b>497,657.00</b>
Add:			
Sheriff's Office AD&D	2,035.00	2,035.00	2,035.00
Commissioners Travel Accident	750.00	750.00	750.00
<b>Total FY 2018 Premiums</b>	<b>527,840.00</b>	<b>580,355.00</b>	<b>500,442.00</b>
Estimated Savings - Auto Deductible	(41,202.57)	(41,202.57)	-
<b>Net Financial Impact</b>	<b><u>\$486,637.43</u></b>	<b><u>\$539,152.43</u></b>	<b><u>\$500,442.00</u></b>

'NOVA ONLY' QUOTE: As originally submitted, the full Nova Casualty quote had a lower premium, but it reduced the insurer's limit of liability for Public Officials' Liability, Employment Practices Liability, and Law Enforcement Liability from the current \$2,000,000 limit down to a \$1,000,000 limit. It is recommended that the county maintain the current level of insurance for these risks, so Nova's premium quote was adjusted accordingly.

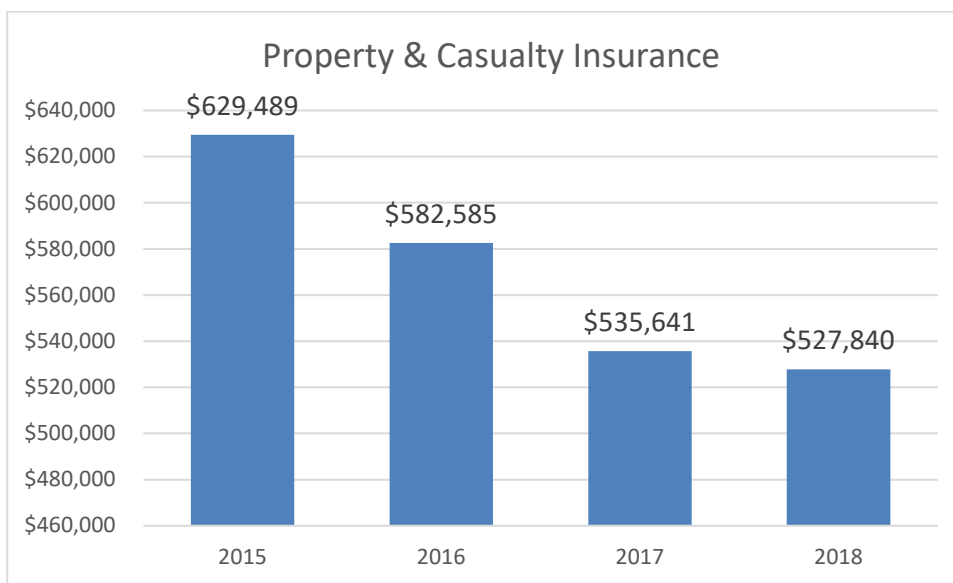
SHERIFF'S AD&D AND COMMISSIONERS' TRAVEL INSURANCE: The above premium analysis includes Sheriff's Office AD&D and Commissioners' Travel Accident insurance. These two policies, provided by The Hartford, are the third year of a three-year agreement, so they will be the same regardless of carrier for the other insurance.

DATA BREACH: The current limit of liability for electronic data breach is \$25,000. With the increasing importance of cyber security, it is proposed to increase the limit of liability to \$500,000. This does not affect the ACCG-IRMA offer, because their premium includes limits of \$1,000,000 for cyber liability. This overall limit includes the sub-limits of \$500,000 for privacy response expenses, and \$250,000 limit for regulatory fines and penalties. The OneBeacon offer includes a \$1,000 deductible, while ACCG-IRMA has a \$25,000 deductible.

VEHICLE DEDUCTIBLE: The county's policy has included a \$25,000 deductible for vehicles for a number of years. The two policies offered by Apex Insurance would reduce the deductible to \$5,000 for Fiscal Year 2018. The ACCG-IRMA policy provides a \$25,000 deductible. An analysis of 12 recent months (March 2016 through March 2017) showed that there were six vehicle incidents with costs over \$5,000. If the county's vehicle deductible had been \$5,000 it would have resulted in a savings of \$41,202.57.

As stated above, ACCG-IRMA administers a pooled risk-sharing program. ACCG-IRMA has secured re-insurance from a third-party carrier in the event that their losses exceed a certain level in a given year. It should be noted that re-insurance has a limit of liability, and if catastrophic losses exceed that amount, the local governments in the pool must share the loss.

Working with Apex, the county continues to achieve better premium prices. Four-year premium trends are as follows:



It is recommended that the Fiscal Year 2018 property and casualty insurance coverage be awarded for the OneBeacon / Nova package, in the amount of \$525,055, and Sheriff's Office AD&D (\$2,035) and Commissioners' travel accident insurance (\$750) to The Hartford, for a combined \$2,785 for a total of \$527,840 (please see attached).

Funds are included in the proposed Fiscal Year 2018 budget as follows:

10010090 523180 General Gov't Non-Departmental	\$101,605
10030090 523180 Public Safety Non-Departmental	279,985
27030550 523180 Fire Services	65,198
50541010 523180 Water Administration	<u>81,052</u>
Total	<u><u>\$527,840</u></u>

**Property & Casualty Insurance  
Fiscal Year 2018 Proposal From Apex Insurance**

COVERAGE	EXPIRING PREMIUM	PROPOSED PREMIUM	CARRIER	EXPIRING LIMITS	PROPOSED LIMITS	NOTES	EXPIRING DEDUCTIBLE	PROPOSED DEDUCTIBLE
<b>GENERAL LIABILITY</b>	<b>\$76,186</b>	<b>\$58,464</b>	OneBeacon	\$2,000,000/\$2,000,000	\$2,000,000/\$2,000,000	Each Occurrence/ General Aggregate	\$25,000	\$25,000
Products/Completed Operations	Included	Included	OneBeacon	\$2,000,000	\$2,000,000	Aggregate	\$25,000	\$25,000
Personal & Advertising Injury	Included	Included	OneBeacon	\$2,000,000	\$2,000,000	Each Occurrence	\$25,000	\$25,000
Damage to Premises Rented to You	Included	Included	OneBeacon	\$1,000,000	\$1,000,000	Each Occurrence	\$25,000	\$25,000
Failure To Supply	Included	Included	OneBeacon	\$500,000	\$500,000	Each Occurrence	\$25,000	\$25,000
Health Care & Social Services	Included	Included	OneBeacon	\$2,000,000	\$2,000,000	Each Occurrence	\$25,000	\$25,000
Sexual Abuse	Included	Included	OneBeacon	\$1,000,000	\$1,000,000	Each Occurrence	\$25,000	\$25,000
<b>EMPLOYEE BENEFITS LIABILITY</b>	Included	Included	OneBeacon	\$1,000,000/\$3,000,000	\$1,000,000/\$3,000,000	Each Claim/Aggregate	\$1,000	\$1,000
Retro Date: 07/01/1995	Included	Included	OneBeacon					
<b>PUBLIC OFFICIALS ERRORS &amp; OMISSIONS</b>	<b>\$23,795</b>	<b>\$23,795</b>	Nova	\$2,000,000/\$2,000,000	\$2,000,000/\$2,000,000	Each Wrongful Act/Aggregate	\$25,000	\$25,000
Retro Date: 07/01/1995	Included	Included	Nova					
<b>EMPLOYMENT PRACTICES LIABILITY</b>	<b>\$47,858</b>	<b>\$47,858</b>	Nova	\$2,000,000/\$2,000,000	\$2,000,000/\$2,000,000	Each Wrongful Act/Aggregate	\$25,000	\$25,000
Retro Date: 07/01/1995	Included	im	Nova					
<b>LAW ENFORCEMENT LIABILITY</b>	<b>\$88,316</b>	<b>\$86,659</b>	Nova	\$2,000,000/\$2,000,000	\$2,000,000/\$2,000,000	Each Wrongful Act/Aggregate	\$25,000	\$25,000
NSA Fee	\$5,700	\$5,725						
<b>AUTOMOBILE LIABILITY</b>	<b>\$130,934</b>	<b>\$148,349</b>	OneBeacon	\$1,000,000	\$1,000,000	Any Auto	\$25,000	\$25,000
Uninsured/ Underinsured Motorist	Included	Included	OneBeacon	\$75,000	\$75,000			
Hired Auto	Included	Included	OneBeacon	Included	Included			
Non-Owned Auto	Included	Included	OneBeacon	Included	Included			
Medical Payments	Included	Included	OneBeacon	\$5,000	\$5,000			
Number of Units with Liability	Included	Included	OneBeacon	357	392	Includes Trailers		
<b>AUTOMOBILE PHYSICAL DAMAGE</b>								
Comprehensive/Collision	Included	Included	OneBeacon	Actual Cash Value	Actual Cash Value		\$25,000/\$25,000	\$5,000/\$5,000
<b>PROPERTY</b>	<b>\$140,794</b>	<b>\$135,560</b>	OneBeacon					
Blanket Building	Included	Included	OneBeacon	\$165,103,097	\$172,010,781	90% Coinsurance/ RC	\$10,000	\$10,000
Blanket Personal Property	Included	Included	OneBeacon	\$15,403,976	\$15,403,976	90% Coinsurance / RC	\$10,000	\$10,000
Scheduled Buildings & Property	Included	Included	OneBeacon	\$2,001,715	\$2,001,715	90% Coinsurance/ Functional RC	\$10,000	\$10,000
Scheduled Buildings & Property	Included	Included	OneBeacon	\$4,631,125	\$4,631,125	90% Coinsurance/ Actual Cash Value	\$10,000	\$10,000
Scheduled Buildings & Property	Included	Included	OneBeacon	\$3,082,484	\$3,082,484	90% Coinsurance/ RC	\$10,000	\$10,000
Lights & Fence	Included	Included	OneBeacon	\$2,610,209	Included	90% Coinsurance/Actual Cash Value	\$10,000	\$10,000
Business Income	Included	Included	OneBeacon	\$100,000	\$100,000		72 Hours	72 Hours
Computer Equipment	Included	Included	OneBeacon	\$3,863,836	\$3,880,062	Functional Replacement Cost	\$10,000	\$10,000
Valuable Information Property	Included	Included	OneBeacon	\$3,650,000	\$3,650,000		\$10,000	\$10,000
<b>FLOOD COVERAGE</b>	Included	Included	OneBeacon	\$5,000,000/\$5,000,000	\$5,000,000/\$5,000,000	Per Occurrence/Aggregate	\$25,000	\$25,000
<b>EARTHQUAKE COVERAGE</b>	Included	Included	OneBeacon	\$5,000,000/\$5,000,000	\$5,000,000/\$5,000,000	Per Occurrence/Aggregate	\$25,000	\$25,000
<b>EQUIPMENT BREAKDOWN</b>								
Expediting Expenses	Included	Included	OneBeacon	\$250,000	\$250,000		\$0	\$0
Hazardous Substances	Included	Included	OneBeacon	\$250,000	\$250,000		\$0	\$0
Perishable Goods	Included	Included	OneBeacon	\$250,000	\$250,000		\$0	\$0
CFC Refrigerants	Included	Included	OneBeacon	\$250,000	\$250,000		\$0	\$0
<b>CRIME</b>								
Employee Theft	Included	Included	OneBeacon	\$775,000	\$775,000	Per Loss	\$10,000	\$10,000
Money & Securities	Included	Included	OneBeacon	\$100,000/\$100,000	\$100,000/\$100,000	Loss Inside/Outside	\$10,000	\$10,000
Forgery and Alteration	Included	Included	OneBeacon	\$100,000	\$100,000		\$1,000	\$1,000
Computer Fraud	Included	Included	OneBeacon	\$775,000	\$775,000		\$10,000	\$10,000
Money Orders & Counterfeit Paper Currency	Included	Included	OneBeacon	\$25,000	\$25,000		\$10,000	\$10,000
ERISA Employee Theft	Included	Included	OneBeacon	\$25,000	\$25,000		\$0	\$0
<b>INLAND MARINE</b>	<b>\$13,309</b>	<b>\$12,485</b>	OneBeacon					
Data Breach	Included	Included	OneBeacon	\$25,000	\$25,000	Per Occurrence/Aggregate	\$1,000	\$1,000
Miscellaneous Sched/Unsched Equipment	Included	Included	OneBeacon	\$1,390,593	\$1,405,726	Actual Cash Value	\$10,000	\$10,000
Leased/Rented Equipment	Included	Included	OneBeacon	\$476,000	\$476,000	Actual Cash Value	\$10,000	\$10,000
Scheduled Contractors Equipment	Included	Included	OneBeacon	\$4,719,591	\$4,980,889	Actual Cash Value	\$10,000	\$10,000
<b>EXCESS LIABILITY</b>	<b>\$3,004</b>	<b>\$2,815</b>	OneBeacon	\$3,000,000/\$3,000,000	\$3,000,000/\$3,000,000	Each Claim/Aggregate Sits over GL only	\$0	\$0
<b>TERRORISM COVERAGE</b>	<b>\$2,960</b>	<b>\$2,741</b>						
<b>TOTAL PREMIUM</b>	<b>\$532,856</b>	<b>\$524,451</b>						
<b>ADDITIONAL POLICIES</b>								
Sheriff's Office AD&D Policy*	\$2,035	\$2,035						
Commissioners' Travelers Accident Policy*	750	\$750						
<b>Total Fiscal Year 2018 Premiums</b>	<b>\$535,641</b>	<b>\$527,236</b>						
<b>Increase Data Breach limit to \$500,000</b>		\$604						
<b>TOTAL RECOMMENDED</b>		<b>\$527,840</b>						

**IMPORTANT:** This summary sheet is for informational purposes only and does not supersede the proposal or policy.

# FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

Page 1

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: OneBeacon	Contract Number:
Mailing Address: C/O Apex Insurance Services 4725 Peachtree Corners Circle, Suite 370	Contract Description or Title: Property & Casualty Insurance
City, St, Zip Code: Peachtree Corners, GA 30092	Contract Term (Dates) From: 7/1/2016 To: 6/30/2017
Phone Number: 770-441-1888	Task Order Number:
Cell Number: 470-767-2012	Other Reference:
E-Mail Address: white@apexinsurance.com	

## DEFINITIONS

**OUTSTANDING** – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

**EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

**SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.

**UNSATISFACTORY (UnSat)** - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

## EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule					X
2. Condition of delivered products					X
3. Quality of work			X		
4. Adherence to specifications or scope of work			X		
5. Timely, appropriate, & satisfactory problem or complaint resolution		X			
6. Timeliness and accuracy of invoicing			X		
7. Working relationship / interfacing with county staff and citizens		X			
8. Service Call (On-Call) response time					X
9. Adherence to contract budget and schedule					X
10. Other (specify):					X
11. Overall evaluation of contractor performance			X		

## EVALUATED BY

Signature: <i>Mary Parrott</i>	Date of Evaluation: 5/23/2017
Print Name: Mary Parrott / Ted Burgess	Department/Division: Finance / Purchasing
Title: CFO / Purchasing Director	Telephone No: 770-305-5235 / 770-305-5393

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

Approval of staff's recommendation to add Canoe Club at Waterlace A3 subdivision to Fayette County's Street Light Program.

**Background/History/Details:**

The property owners in the subdivision known as Canoe Club at Waterlace A3 are petitioning the Board of Commissioners to add Canoe Club at Waterlace A3 into the Fayette County Street Light Program.

The Board of Commissioners created Fayette County Street Light Districts in September 1983. The street light ordinance was amended in November 2014 to require a \$100 application fee and prepayment of two years worth of street light bills to cover the expenses incurred by Fayette County until the charges could be recouped with the tax bills.

The estimated monthly charge is \$272. Canoe Club at Waterlace A3 has paid the \$100 application fee and the first 2 years prepayment for street lights. The 62 parcels in Canoe Club at Waterlace A3 will be added to the existing 200 parcels in the Waterlace street light district with the 2018 Tax Bills. Each parcel in the Waterlace Street Light District will be assessed \$64 per year in the 2018 Assessments.

**What action are you seeking from the Board of Commissioners?**

Approval of staff's recommendation to add the Canoe Club at Waterlace A3 subdivision to Fayette County's Street Light Program.

**If this item requires funding, please describe:**

These additional lights will cost \$272 per month per Coweta Fayette EMC. Canoe Club at Waterlace A3 has prepaid the amounts required to become a street light district until the cost may be added onto the property tax bill and the county reimbursed.

Has this request been considered within the past two years? If so, when? Is Audio-Visual Equipment Required for this Request?\* Backup Provided with Request? 

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Reviewed by Legal Approved by Purchasing County Clerk's Approval Administrator's Approval **Staff Notes:**

# FAYETTE COUNTY PETITION FOR STREET LIGHTING

WE, THE UNDERSIGNED, ALL BEING PROPERTY OWNERS OF THE STREET LIGHT DISTRICT WATERLACE A3, DO HEREBY PETITION THE FAYETTE COUNTY BOARD OF COMMISSIONERS FOR THE PLACEMENT OF STREET LIGHTS THROUGH OUR SUBDIVISION OR STREET(S).

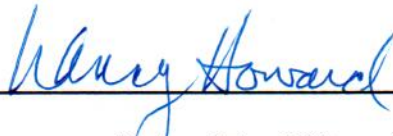
EACH OF US DOES HEREBY PLEDGE AND CONSENT TO THE LEVYING OF A LIEN BY FAYETTE COUNTY AGAINST PROPERTY WE OWN FOR THE PURPOSE OF PAYMENT OF THE COST OF AND OPERATING THE STREET LIGHTS. THERE ARE 62 NUMBER OF LOTS CURRENTLY EXISTING IN STREET LIGHT DISTRICT WATERLACE A3, AND EACH OWNER AS SHOWN ON THE TAX RECORDS HAS AFFIRMATIVELY SIGNED THIS PETITION OR INDICATION FOR DISAPPROVAL IS NOTED HEREIN.


THIS PETITION REPRESENTS 62 AFFIRMATIVE VOTES, OR 100 % OF THIS DISTRICT TO BE EFFECTED IN THIS REQUEST. YOUR SIGNATURE ON THIS PETITION INDICATED THAT YOU HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS FOR APPROVAL OF A STREET LIGHT DISTRICT.

Personally appeared before me, a Notary Public, the undersigned affiant, who says on oath that he, she is one of the subscribing witnesses to the within instrument; that each of said witnesses say the execution and delivery of the same by each grantor therein for the purpose set forth; and that each of said witnesses signed the same as purported.

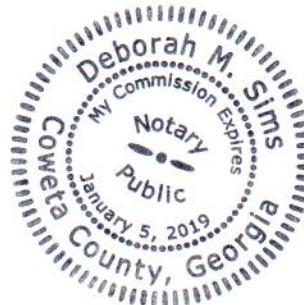
Sworn to and subscribed before me,

this 11th day of April, 20 17.

  
\_\_\_\_\_  
(Subscribing Witness)

  
\_\_\_\_\_  
Notary Public

Fayette County, State of Georgia



# **FAYETTE COUNTY STREET LIGHTING PROGRAM** **SIGNATURE SHEET**

62  
 Lot #(s)

Marl Jones / New Leaf Home - Agent  
 Property Owner(s)

\_\_\_\_\_  
 (Street & No.)

Yes No (Check yes or no for each Address signature)

Marl Jones  
 Signature

☐ ☐

\_\_\_\_\_  
 Signature

☐ ☐

\_\_\_\_\_  
 Witness

62  
 Lot #(s)

\_\_\_\_\_  
 Property Owner(s)

\_\_\_\_\_  
 (Street & No.)

Yes No (Check yes or no for each Address signature)

\_\_\_\_\_  
 Signature

☐ ☐

\_\_\_\_\_  
 Signature

☐ ☐

\_\_\_\_\_  
 Witness

**BOARD OF COUNTY COMMISSIONERS**

Eric K. Maxwell, Chairman  
 Randy Ognio, Vice Chairman  
 Steve Brown  
 Charles W. Oddo  
 Charles D. Rousseau

**FAYETTE COUNTY, GEORGIA**

Steve Rapson, County Administrator  
 Dennis A. Davenport, County Attorney  
 Tameca P. White, County Clerk  
 Marlena Edwards, Deputy County Clerk

140 Stonewall Avenue West  
 Public Meeting Room  
 Fayetteville, GA 30214

**MINUTES*****Departmental Overview Meeting***

May 15, 2017

8:20 a.m.

Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 7:00 p.m.

**Call to Order**

Chairman Eric Maxwell called the May 15, 2017 Departmental Overview Meeting to order at 8:29 a.m. A quorum of the Board was present. Commissioner Charles Rousseau was absent.

**Acceptance of the Agenda**

Vice Chairman Randy Ognio moved to accept the agenda as presented. Commissioner Steve Brown seconded. The motion passed 4-0-1. Commissioner Rousseau was absent.

Each department presented an overview of their department including the purpose, accomplishments, initiatives and goals, current staffing, proposed staffing and budget requests. A copy of the PowerPoint presentations, identified as "Attachment 1", follows these minutes and is made an official part thereof.

The departments that reported are as follows:

**Department Presentations:****1. Planning & Zoning/Building Safety**

Community Development Director Pete Frisina briefed the Board to include the following:

- Planning and Zoning functions
- Completion of the Comprehensive Plan 2017-2040
  - Defining "rural character"
- Begin Sages software implementation
- Budget increase for FY2018 was \$48,488 related to Sages and a part-time Zoning Technician at \$23,533

Building Safety Director Joe Scarbrough and Assistant Director Steve Tafoya briefed the Board to include the following:

- Proposed new full-time Plans Examiner at \$67,532
- Third party inspections

**2. Information Technology**

Information Technology Director Phil Frieder briefed the Board to include the following:

- Cyber security
- Creating an Executive IT Committee
- No new budget request

### 3. Purchasing

Purchasing Director Ted Burgess briefed the Board to include the following:

- In-person training
- Bids and Request for Proposals
- Improvements through annual customer surveys
- GovDeals

Commissioner Brown inquired about the Constitutional Officers using GovDeals versus trading items. He suggested having them consider using GovDeals and to maximize getting a more competitive price.

Vice Chairman Ognio inquired about the favorable pricing. Mr. Burgess explained that it was based on the actual experience with the vendor.

Commissioner Brown suggested possibly creating an agreement where staff would not accept meals or gifts from vendors or contractors who are in business with the county. He stated that it would help eliminate any negative perceptions.

Chairman Maxwell mentioned a document that he obtained from Mr. Burgess that shows the various projects. He stated that he forwarded that document to the Board to review.

- No new budget request

### 4. Public Works

Public Works Director Phil Mallon briefed the Board to include the following:

Mr. Mallon gave a brief update on a meeting with Georgia Department of Transportation (GDOT) regarding concerns with McDonough Road from a land use stand point, East Fayetteville Bypass and concerns regarding Highway 279 and how it impacts Fayetteville. He stated that the agreement was an enhanced travel study and to use ARC for the entire region. He stated that he received an email that stated the funding and leadership for such a project would have to come from Fayette County. Commissioner Brown expressed that the "rural character" of the county was not a concern for GDOT and that it would be up to the county to maintain. Chairman Maxwell stated that no one at GDOT can answer the question about where the traffic will go. He stated that the Board needs to take a position on the traffic concerns. Commissioner Oddo urged the Board to consider what would happen if nothing was done. Mr. Mallon would coordinate a meeting with GDOT.

- Proposed building maintenance for Public Works facility at \$153,406

### Building & Grounds

Building and Grounds Director Carlos Christian briefed the Board to include the following:

- Budget request for FY2018 totaled \$1,518,697 to include salaries, benefits and M&O
- Budget request for FY2018; Justice Center only totaled \$203,308
- Roof replacement plan
- Replacement of LED lighting to save on utility cost

### Engineering Office

- Budget request for FY2018 was \$281,392 to include \$10,000 for Technical Assistance  
Commissioner Brown asked would project management for the Special Purpose Local Option Sales Tax (SPLOST) and oversight be given to private contractors. Mr. Christian stated yes, this would help to move the projects along.
- Swanson Road update. The project was scheduled for June 13 to begin.
- Veterans Parkway update. The bids were received and this project would come before the Board at the May 25 meeting.

The Board recessed at 10:44 a.m.

The Board reconvened at 10:49 a.m.

### **Environmental Management**

Environmental Management Engineer Bryan Keller briefed the Board to include the following:

- Budget request for a Project Manager position.
- The Project Analyst will handle the SPLOST projects for the department and would be 100% funded from the SPLOST program.
- EPD Permits and Compliance
- County Landfill
  - Alternative revenue sources

There have been conversations with the City of Fayetteville to use the county landfill. They are contracted with another vendor at this time.

- Street lights billing
  - M&O was included for street lights because of the payment of the utility. The County does not maintain the poles. This fund is self-supporting.
- Budget increase for Solid Waste totaled \$34,542 associated with the ground water monitoring and yard screener.
- Budget request for Sages software totaled \$27,000 and \$20,000 for third party plan reviewer.
- The total increase for M&O is approximately \$2,000 with office upgrades.

### **Fleet Maintenance**

Fleet Maintenance Director Bill Lackey briefed the Board to include the following:

- Budget request for FY2018 totaled \$622,337
- Moving to synthetic oil with a goal of extending oil service intervals.
- Software upgrades-productivity and safety
- Overall budget increase is \$28,000 to cover the cost for the software upgrades

Vice Chairman Ognio asked what solutions have been considered for office space at Fleet. Mr. Lackey stated that the entire Public Works department has outgrown the current facility. Commissioner Brown stated that will need to be looked at down the road.

The Board recessed at 11:17 a.m. for lunch.

The Board reconvened at 11:49 a.m.

### **Road Department**

Road Department Director Steve Hoffman briefed the Board to include the following:

- Budget for FY2018 totaled \$5,079,749 which was a reduction of approximately \$1 million from FY2017.
- Use of PubWorks software to track all activity and work orders
- Pavement Management budget was \$2,205,000 of the \$5 million.
- The Road Department will be working with the school board regarding trailers that will become available.
- Electronic message boards will be used throughout the county in relations to the SPLOST projects.

Chairman Maxwell made comments regarding the "Pinewood Studio" sign along Highway 54 and requested an update on the speeding signs in Peachtree City. Mr. Mallon stated that the speeding signs had not been addressed. Mr. Hoffman will bring the concern to GDOT during his meeting with them. Chairman Maxwell also addressed concerns with Highway 54 and the potholes on that highway and weeds on Highway 92. Mr. Hoffman explained that the county does not work on Highway 92 and would be in violation to do so. He would also address these concerns with GDOT. There was also a concern about the bridge on Ebenezer Church Road that had a low rating. Staff will look at installing signs prior to turning on Ebenezer Church Road to prevent tractor trailers from crossing that bridge. This bridge was scheduled for FY2019 construction.

## **5. Animal Control**

Kennel Supervisor Donna Evans briefed the Board to include the following:

- Increase of hours for the Adoption Coordinator to bring the position to full-time to allow for more hours for adoption.

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- Budget increase for full-time position was \$29,418
- Tentative plan for new hours of operations is 8:00 a.m. to 7:00 p.m. Thursday and Friday at 11 a.m. to 5 p.m. on Saturday and Sunday. Vice Chairman suggested monitoring the number of visits on Sunday to see if the extended hours are warranted. Commissioner Brown suggested a press release to let people know that the new time was available.
- Request for \$1,956 for two additional computers to cut down on overtime that was spent due to sharing a single computer for reports.
- The total budget request was \$430,022.

Mr. Rapson stated that there was \$50,000 included in the total budget to extend the “runs” outside for the animals and other renovations.

## **6. Code Enforcement**

Chief Marshal Harold Myers briefed the Board to include the following:

- Budget request for FY2018 for the Marshals office was \$313,328 which was a reduction from FY2017.
- Budget request for FY2018 for Code Enforcement Unit was \$94,461 which was a reduction from FY2017.
- Intergovernmental agreement with the Town of Tyrone to handle code enforcement complaints; 50 complaints addressed.
- Update to website

## **7. Elections**

Elections Supervisor Floyd Jones briefed the Board to include the following:

- Budget request for FY2018 totaled \$606,294
- Discussions with the Board of Elections regarding consolidation of precincts
- Enhance social media page
- Ethical reporting
- Possible Educational SPLOST election

## **8. Human Resources**

Human Resource Director Lewis Patterson briefed the Board to include the following:

- Budget request for FY2018 totaled \$439,322 which was \$21,000 reduction
- The County pays \$6.2 million (80% of the cost) in health benefits and the employees pay \$1.4 million.
- Wellness budget; \$15,000
- Compensation and classifications
- Employee Service Awards budget: \$8,500
- Employee drug and alcohol testing budget; \$10,000

The Board recessed at 1:44 p.m.

The Board reconvened at 1:52 p.m.

## **9. Library**

Library Director Chris Snell briefed the Board to include the following:

- Budget request for FY2018 totaled \$1,045,852
- Application for the Major Repair and Renovation (MRR) grant for the cost to replace the roof and for restroom renovations
- Website redesign

## **10. Fire & EMS**

Fire Chief David Scarbrough briefed the Board to include the following:

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- Budget request for Fire Services totaled \$8,548,040 which was an increase of \$394,000 with \$100,000 toward vehicle and equipment allocations, \$50,000 for fire renovations, \$50,000 for workers' compensation and \$36,000 for tuition reimbursement.
- Intergovernmental Agreements with eight surrounding counties
- Relocation of Fire station #4
- Staff retention
- Budget request for Emergency Medical Services (EMS) totaled \$3,095,700 which was an increase of approximately \$28,000 with \$35,000 of that for increase in vehicle and equipment allocation, \$10,000 for EMS billing and \$36,000 for tuition reimbursement.
- In-house training of EMT's and Firefighters

### **Emergency Management**

- Budget request totaled \$307,406 which was \$8,000 less than FY2017.
- Commissioner Brown asked about Automatic External Defibrillators (AED) in the community. Mr. Rapson stated that funds were in both Fire's and Emergency Management's budgets as a tuition reimbursement for those going through paramedic school. There was also funds included for the new state law regarding cancer policy for fire staff. There was no recommendation for millage rate increase.

## **11. Water Systems**

Water Systems Director Lee Pope briefed the Board to include the following:

- Budget request totaled \$18,332,500 for FY2018.
- Website upgrades
- Revenues increase by 13%
- Operation budget increases by a little under \$2 million
- Three new positions and one conversion of a Class I Water Operator to an Operator/Trainer at approximately \$152,000

Mr. Rapson updated the Board regarding the private water systems. He stated that there was \$500,000 allocated in 2021 and 2022. He explained the process for acquiring the private water systems in Fayette County.

## **12. 911**

911 Director Bernard Brown briefed the Board to include the following:

- Budget request totaled \$2,916,189 for FY2018
- \$19,939 increase from FY2017 due to contract and service increases
- Savings from department staffing restructure total \$17,223
- Spillman CAD server upgrade: multi-server to single server
- Obtain National Center for Missing and Exploited Children (NCMEC) certification

## **13. Assessors**

Mr. Rapson briefed the Board to include the following:

- Budget request totaled \$1,112,735 which was an increase from 2017
- 1 New Appraiser III
- 1 New Appraiser II; abolishment of 1 part-time Appraiser Aide
- Property assessments

## **14. Finance**

Chief Financial Officer Mary Parrott briefed the Board to include the following:

- Budget request totaled \$1,192,287
- Accounting/Audit

- Budget/Analysis
- AAA bond rating
- Need automation process upgrade
- Increase to General Fund was \$1.3 million
- Negative impact for the Juvenile Supervision fund and the Solid Waste & Recycling fund
- Personnel Changes
- 5-year Capital Improvement Program
- Vehicle replacement
- Pay & Classification study; 32 grades-41 employees have proposed increases based on study to be funded at \$87,300
- Fire and EMS proposed enhancements
- Merit/Performance pay distribution

The proposed merit/performance based pay would use a Forced Ranking Bell Curve which estimates 20% for top performers, 70% for average performers and 10% for non-performers. Performance pay would permanently move employees upward in the steps on their pay grade. Staff was proposing that employees who received increased due to the findings of the Pay & Classification study would not be entitled to an increase based on merit pay. Commissioner Brown stated that the purpose of the Pay & Classification study was to bring those employees' pay up to standard and not including them in the merit pay would penalize them for bringing them to standard. Mr. Rapson agreed with that assessment and stated that the Commissioners would have the final say on how to approach this concern. He continued that employees who are at the top of the pay scale would receive either a 2.5% or 5% one-time salary contribution. Implementation to fund a forced ranking merit based system would be 2.75% of total county payroll of eligible employees.

- Judge Supplements were presented with three different scenarios that included increasing the supplement from \$36,000 to \$40,000 which would produce a \$24,741.74 total increase that would encompass the other four Constitutional Officers (Clerk of Court, Tax Commissioner, Sheriff and Probate Court). The other scenarios included a supplement increase to \$43,000 with an overall impact of \$43,298.04 and the final was an increase to \$50,000 for an \$86,585.10 impact.

The Board agreed to review the information and make a decision at the upcoming meeting.

No votes were taken on the aforementioned items.

#### **ADJOURNMENT:**

Commissioner Brown moved to adjourn the May 15, 2017 Departmental Overview Meeting. Vice Chairman Ognio seconded. The motion passed 4-0-1. Commissioner Rousseau was absent.

The May 15, 2017 Department Overview Meeting adjourned at 4:19 p.m.

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Tameca P. White, County Clerk

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Eric K. Maxwell, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 6<sup>th</sup> day of June 2017. Referenced attachments are available upon request at the County Clerk's Office.

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Tameca P. White, County Clerk

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**BOARD OF COUNTY COMMISSIONERS**

Eric K. Maxwell, Chairman  
 Randy Ognio, Vice Chairman  
 Steve Brown  
 Charles W. Oddo  
 Charles D. Rousseau

**FAYETTE COUNTY, GEORGIA**

Steve Rapson, County Administrator  
 Dennis A. Davenport, County Attorney  
 Tameca P. White, County Clerk  
 Marlena Edwards, Deputy County Clerk

140 Stonewall Avenue West  
 Public Meeting Room  
 Fayetteville, GA 30214

## MINUTES

### Special Called Budget Workshop

May 25, 2017  
 5:00 p.m.

#### 1. Call to Order

Chairman Eric Maxwell called to order the May 25, 2017 Special Called Budget Workshop. A quorum was present. Commissioner Charles Rousseau arrived at 5:16 p.m.

#### 2. Acceptance of Agenda

Vice Chairman Ognio moved to accept the agenda as presented. Commissioner Brown seconded. The motion passed 4-0-1. Commissioner Rousseau was absent.

#### 3. County Administrator Steve Rapson and Chief Finance Officer Mary Parrott will provide update regarding the proposed Fiscal Year 2018 Budget.

A copy of the PowerPoint presentations, identified as "Attachment 1", follows these minutes and is made an official part thereof.

Chief Finance Officer Mary Parrott presented the fiscal year 2018 budget PowerPoint presentation to the Board which included:

- Economic Outlook
- Budget Principles
- Planning Assumptions
  - No deficit budgeting (no use of unassigned fund balance)
- Benefit Highlights
  - Continue to offer two choices for medical plan coverages
  - A 6.8% net increase to premiums was being absorbed by the County, no impact to employees for the 5<sup>th</sup> consecutive year.
  - Basic Life, Accidental Death & Disability, and long-term disability plan at no cost to employees
  - Employee Benefit Summary detailing healthcare and retirement benefits.
  - Non-Tobacco User Discounts; Wellness Initiatives and Spousal Surcharge \$75 per pay period
  - Enhancements to medical plan.
- General Fund Balance Financial Projection-FY2017
- FY2018 Budget Summary
- General Fund Revenues
- General Fund Expenditures
- General Fund Personnel Costs
- 911 Fund Revenues

- 911 Fund Expenditures
- 911 Fund Personnel Costs
- Fire Fund Revenues
- Fire Fund Expenditures
- Fire Fund Personnel Costs
- EMS Fund Revenues
- EMS Fund Expenditures
- EMS Fund Personnel Costs
- Personnel Changes
  - Parks & Recreation, Building Safety, Environmental Management and Finance with one new position each.
  - Roads, Tax Assessor and Water System with two new positions each.
  - Personnel job reclassifications
    - Animal Control
    - 911
    - Environmental Management
    - Water System
- Pay & Classification Study
  - Classification title changes
  - Classification proposed enhancements
    - Forty-one Employees would move to a higher pay grade at \$87,300.
    - No pay adjustments in Fire, Emergency Medical Services (EMS) or 911.
    - Three grades were impacted for the Water System at \$7,041

Mr. Rapson stated that one of the positions specifically discussed at the retreat was the advanced EMT position in the Fire department. He stated that a grade was created for an advanced EMT. A tuition reimbursement program was also included in both the Fire and EMS budget. Employees who take advantage of the program would agree to stay with the County for a minimum of three years. The cost associated with the 24 employees in the fire fund was \$46,911 and in EMS there were 10 employees impacted at \$19,546. The recommendation for 911 was to take the starting salary of the Communications Officer and move it up two steps for 16 employees for a total of \$55,300.

Commissioner Brown asked how competitive would the two step change in salary be in comparison to neighboring jurisdictions. Mr. Rapson stated that it would place the County in the two highest jurisdiction for starting pay for 911 operator. He stated that the County operators are different from other jurisdictions because they take and dispatch calls. The recommendation from UGA regarding the increased pay grade was based on the job duties and skill set of that position for the County. Commissioner Brown stated that does not make it the highest paid position because the one County employee was doing the job of two positions while other jurisdictions have two different individuals doing the jobs. Mr. Rapson stated that it was not two positions blended into one, but two set of skills blended into one. Commissioner Brown stated that his point was that if staff says that the position had been elevated to the highest pay grade in the state he would receive calls from citizens asking why the County was the highest in the state. He stated that if the increase was because they are doing more work than that needed to be the reason stated. He stated that he would add an asterisk next to the departments that say no changes have been recommended for those who have had pay and

classification changes in the past years so that it does not look like nothing had been done for those departments.

- Performance Pay Distribution
  - Who is eligible?
  - Ineligible

Mr. Rapson stated that based on comments from Commissioner Brown, staff included those who received an increase through the pay and classification study to also be eligible to receive a merit increase. Commissioner Oddo stated that the Board would have to approve an increase for the County Administrator and he would like for him to be included in the merit pay.

- Maintenance & Operations
  - Property/Casualty Insurance
  - Vehicle/Heavy Equipment Replacement
  - Road Department
  - County Website Enhancements

Commissioner Rousseau expressed concerns regarding department owned content for the website. Mr. Rapson explained how the website approvals would be processed. Commissioner Brown would like to see more forms available on the website.

- SAGES Software Automation Improvements
  - Risk Management Software
  - GIS Services; Consolidation of GIS into one department
  - Paramedic Training Program
  - Employee Wellness
  - Outside Agency budget; \$31,000 increase for the Senior Center
- Capital Improvement Program (CIP); Capital Expenditures; Vehicles / Equipment
  - Roof replacements

Commissioner Brown urged staff to strongly critic the language for any roof contract so that the county would not be faced with the same issues as in previous contracts.

- Links property firing range
  - Message Boards
  - Refurbishment of Kenwood Park track

Commissioner Brown inquired if all the recreation projects had been thoroughly discussed with the Recreation Commission. Mr. Rapson stated yes.

Commissioner Rousseau asked about the private water systems and if funds had been set aside to acquire the private water systems. Mr. Rapson stated that there was a place holder for future years. He stated that there are 15 systems throughout the county. Commissioner Rousseau stated that he wants to ensure that the most critical are addressed first.

- Vehicles

Vice Chairman Ognio wanted to ensure that staff was looking across the board at vehicles to be sure that the County was getting the best deals. Mr. Rapson stated that he would Fleet Director Bill Lackey send the Board a memo explaining how the vehicles are chosen.

- General Fund Trends
- Millage Rate Comparison
- FY2018 Budget Highlights
  - General Fund impact from maintenance & operations is positive.
  - Proposed budget increase to General Fund balance \$656,897
  - No property tax increase while maintaining superior service delivery
  - Millage Rate Rollback savings \$2,443,113
  - Includes rolling 5 year CIP of \$4,616,773
  - Changes in personnel levels protect the existing outstanding service delivery to citizens
  - Budget continues to maintain the commitment to balance current year revenues with current year expenses. No use of unassigned fund balance.
  - Funding for Comp & Class Study and Merit Pay.
  - Incorporates Defined Benefit Plan funding over required levels.
  - Maintains employee benefits-Medical/Dental/Vision & Defined Contribution
  - County-wide departmental cooperation continues to yield positive results.

There were no votes taken regarding these items.

#### **4. Questions & Answers**

The first public hearing for public comments will be held on Tuesday, June 6, 2017 and the second hearing to be held on June 22, 2017 with the Board final adoption of the budget. Mr. Rapson stated that there are two areas that will require additional Board direction; salary supplements for the Superior Court Judge and other Constitutional Officers and a request from Fayette Factor for \$7,000 to cover the cost of rent increase and the other non-profits that Commissioner Rousseau asked staff to review regarding what funding was provided.

#### **5. Closing Comments**

Mr. Steven (last name inaudible) stated that he wanted to ask the Board to consider the increase of \$7,000 for Fayette Factor to cover the increase in rent.

#### **6. Adjournment**

Commissioner Steve Brown moved to adjourn the May 25, 2017 Special Called Budget Workshop. Vice Chairman Ognio seconded. The motion passed 5-0.

The May 25, 2017 Special Called Budget Workshop adjourned at 6:41 p.m.

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Tameca P. White, County Clerk

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Eric K. Maxwell, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 6<sup>th</sup> day of June 2017. Referenced attachments are available upon request at the County Clerk's Office.

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Tameca P. White, County Clerk

**BOARD OF COUNTY COMMISSIONERS**

Eric K. Maxwell, Chairman  
 Randy Ognio, Vice Chairman  
 Steve Brown  
 Charles W. Oddo  
 Charles D. Rousseau

**FAYETTE COUNTY, GEORGIA**

Steve Rapson, County Administrator  
 Dennis A. Davenport, County Attorney  
 Tameca P. White, County Clerk  
 Marlena Edwards, Deputy County Clerk

140 Stonewall Avenue West  
 Public Meeting Room  
 Fayetteville, GA 30214

**MINUTES**

May 25, 2017

7:00 p.m.

Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month at 7:00 p.m.\*

***\*The Board of Commissioners new meeting time will change to 6:30 p.m. effective July 13, 2017.***

**Call to Order**

Chairman Eric Maxwell called the May 25, 2017 Board of Commissioners meeting to order at 7:02 p.m. A quorum of the Board was present.

**Invocation and Pledge of Allegiance by Commissioner Charles Rousseau**

Commissioner Charles Rousseau offered the Invocation and led the Board and audience in the Pledge of Allegiance.

**Acceptance of Agenda**

Vice Chairman Randy Ognio moved to accept the agenda as presented. Commissioner Rousseau seconded. The motion passed 5-0.

Chairman Maxwell stated that the Board meetings would change to 6:30 p.m. beginning July 13, 2017.

**PROCLAMATION/RECOGNITION:****1. Proclamation of May 2017 as "American Stroke Month."**

Commissioner Charles Oddo presented members of Piedmont Fayette Hospital and the Fayette County EMS Department with a proclamation proclaiming May 2017 as "American Stroke Month" on behalf of the Board. A member from Piedmont Fayette accepted the proclamation and offered comments to the audience regarding the importance of R.T.P.; recognize the symptoms, time-sensitive response by calling 911 and know that 80% of strokes are preventable. She acknowledged that Piedmont Fayette Hospital received the 2017 American Heart Stroke Association "Get with the Guidelines with Target Stroke Honor Roll" for offering great care to patients. A copy of the request, identified as "Attachment 1", follows these minutes and is made an official part thereof.

**2. Proclamation of the week of May 28, 2017 as "National Learn to Row Week in Fayette County" to encourage participation in the June 3, 2017 "National Learn to Row Day" across the United States.**

Commissioner Steve Brown presented students of the Peachtree City Row Club with a proclamation on behalf of the Board. Each student introduced themselves and talked about the row program. The audience was encouraged to attend

the National Learn to Row Day on June 3, 2017 in Peachtree City. A copy of the request, identified as "Attachment 2", follows these minutes and is made an official part thereof.

**3. Proclamation honoring graduates of the 4-H Monarch Movement.**

Commissioner Brown presented representatives from the Fayette County 4-H Club with a proclamation on behalf of the Board. Each student shared what they learned from the Monarch program. Kim thanked the volunteers who help launch the program. A copy of the request, identified as "Attachment 3", follows these minutes and is made an official part thereof.

**PUBLIC HEARING:**

Community Development Director Pete Frisina read the *Introduction to Public Hearings for the Rezoning of Property*. A copy of the request, identified as "Attachment 4", follows these minutes and is made an official part thereof.

**4. Consideration of Petition No. 1265-17, Ingrid A. Moore-Barnes, Owner, request to rezone 19.8 acres from R-70 to A-R to develop an A-R Bed and Breakfast Inn located in Land Lot 78 of the 7th District and fronting on Sandy Creek Road with one (1) condition.**

Mr. Frisina briefed the Board that both the staff and Planning Commission recommend approval with one condition related to the dedication of right-of-way. Ms. Ingrid Moore-Barnes requested a rezoning from R-70 to A-R to develop a bed and breakfast at her location and that all requirements of the County Ordinance have been met.

No one spoke in favor or opposition of this request.

Ms. Moore-Barnes stated that she understood that this was simply the request for the rezoning and not approval of the bed and breakfast.

Vice Chairman Randy Ognio moved to approve Petition No. 1265-17, Ingrid A. Moore-Barnes, Owner, request to rezone 19.8 acres from R-70 to A-R to develop an A-R Bed and Breakfast Inn located in Land Lot 78 of the 7th District and fronting on Sandy Creek Road with one (1) condition; the owner/developer should provide, at no cost to Fayette County, a quit claim deed for 50 feet of right-of-way as measured from the centerline of Sandy Creek Road to create a total 100 feet of right-of-way. Commissioner Rousseau seconded. The motion passed 5-0. A copy of the request, identified as "Attachment 5", follows these minutes and is made an official part thereof.

**CONSENT AGENDA:**

Commissioner Charles Oddo moved to approve the Consent Agenda as presented. Commissioner Brown seconded. The motion passed 5-0.

- 5. Approval of staff's recommendation to renew a contract with Midwest Employers Casualty Company as outlined under Option 1 of the two year rate options for a period of one year from July 1, 2017 to June 30, 2018 in the amount of \$102,511, and authorization for the Chairman to sign any related documents. A copy of the request, identified as "Attachment 6", follows these minutes and is made an official part thereof.**
- 6. Approval to apply for the Major Repair and Renovation (MRR) grant from the state for the renovation of the Fayette County Library's public restrooms in the amount of \$139,000 with a \$69,500 county match. A copy of the request, identified as "Attachment 7", follows these minutes and is made an official part thereof.**

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7. **Approval to apply for the Major Repair and Renovation (MRR) grant from the state for the renovation of the Fayette County Library's roof in the amount of \$110,175 with a \$55,087.50 county match. A copy of the request, identified as "Attachment 8", follows these minutes and is made an official part thereof.**
8. **Approval of staff's recommendation to reappoint Deputy Fire Chief Thomas F. Bartlett and Division Chief Steven G. Folden to the West Georgia Region IV Emergency Medical Services Council for a two-year term. A copy of the request, identified as "Attachment 9", follows these minutes and is made an official part thereof.**
9. **Approval of the May 3, 2017 Budget Retreat Minutes.**
10. **Approval of the May 4, 2017 Budget Retreat Minutes.**
11. **Approval of the May 11, 2017 Board of Commissioners Meeting Minutes.**

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

12. **Presentation of the final report from the county-wide branding campaign project.**

Fayette Chamber of Commerce President and CEO Carlotta Ungaro presented to the Board a PowerPoint presentation regarding the update of the county-wide branding campaign. The county contributed \$25,000 in addition to other municipalities to hire a marketing company, DCI from New York City. Ms. Ungaro shared the process to come up with the brand mark that was selected. The "Create Your Story" logo was available for the county and the municipalities to use as a co-brand on websites and printed materials. There was a style book available on the Chamber's website for the county and municipalities to update logo as desired.

Commissioner Oddo asked what involvement DCI would have from this point forward. Ms. Ungaro stated that they could be hired to possibly run a public relation campaign and they are on hand if needed.

Commissioner Rousseau wanted to know what could be done to address the weaknesses and strengths from the SWAT analysis as it pertains to the "political environment and politics and leadership". Ms. Ungaro stated that this report was completed six months to nine months ago and some of the sentiments may have been derived from the recent "nasty" presidential campaign. She was confident that if the report was done today those issues would not be at the top of the concerns. Commissioner Brown reiterated that it was good to have the municipalities and county speaking in tune with one another.

Vice Chairman Ognio wanted to know how the county would incorporate this brand with the county. He mentioned that the new branding almost look as if it was a logo for the county, but that it left out the history of the county.

County Administrator Steve Rapson stated that the new branding could be incorporated into the new county website design. He stated that in terms of the branding on letterhead and the like would be during later discussions with the Board.

Vice Chairman Ognio asked if staff would work up some ideas to bring before the Board. Mr. Rapson stated that staff would get with the Board in regards to incorporating any changes to the logo. A copy of the request, identified as "Attachment 10", follows these minutes and is made an official part thereof.

**13. Consideration of staff's recommendation to contract with Southeastern Site Development, Inc. for the construction of the Intersection Improvement Project (#R-5F) connecting Veterans Parkway to SR 92 at Westbridge Road in the amount of \$894,881.21.**

Engineering, Buildings & Grounds Director Carlos Christian briefed the Board that this project would complete the connection of Lees Mill Road to Westbridge Road and Veterans Parkway. There were eight companies that provided competitive bids and Southern Site Development, Inc. was the lower bid. The project time line is approximately nine months from the time of the notice to proceed and there should be no large impact to traffic.

Vice Chairman Ognio moved to approve contract with Southeastern Site Development, Inc. for the construction of the Intersection Improvement Project (#R-5F) connecting Veterans Parkway to SR 92 at Westbridge Road in the amount of \$894,881.21. Commissioner Rousseau seconded. The motion passed 5-0. A copy of the request, identified as "Attachment 11", follows these minutes and is made an official part thereof.

**PUBLIC COMMENT:**

Eric Imker of Peachtree City made comments regarding the assessment values of the fair market value in the county. He shared with the Board the process that he experienced, his concern of the cost of the procedure and the concern pertaining to who would pay if the citizen does not succeed in court.

**ADMINISTRATOR'S REPORTS:**

**Address Public Comments**

Mr. Rapson addressed the concerns mentioned regarding court cost for assessment appeals. He informed that the process was a state mandated process. He stated that there are certain cost that are mandated and that have to be paid to conduct court affairs no matter the type case being heard. He offered a brief analysis of the number of tax assessment cases heard in Fayette County court.

County Attorney Dennis Davenport stated that since 2013, the county has only had four residential tax bills to reach Superior Court and two of those were either settled or dismissed. He stated that he has handled about a dozen tax appeals in 20 years which is a very nominal amount. He also informed that citizens would not be responsible for the cost if they did not prevail in court. He shared that the Tax Assessors office does a great job handling the assessments.

**Selection Committee-Public Facilities Authority**

Commissioner Brown moved to appoint Commissioner Rousseau and Commissioner Oddo to the Selection Committee for the Public Facilities Authority. Vice Chairman Ognio seconded. The motion passed 5-0.

**Service Delivery Strategy**

Mr. Rapson briefed the Board that staff would be submitting a letter for a 120-day extension for the Service Delivery Strategy. The first meeting will be held next week.

**Memorial Day**

The administrative offices will be closed.

### **1<sup>st</sup> Budget Public Hearing**

The first public hearing for the fiscal year 2018 budget will be held on Tuesday, June 6 at 7:00 p.m.

### **ATTORNEY'S REPORTS:**

**Notice of Executive Session:** County Attorney Dennis Davenport stated that there was two items involving pending litigation, five involving real estate acquisition and for the review of the Executive Session minutes for April 25, 2017.

### **COMMISSIONERS' REPORTS:**

#### **Commissioner Brown:**

##### **Water Guardian**

Commissioner Brown stated that there was a good turnout for the Water Guardian event. He thanked Mr. J.R. Ramos for cooking the food at no cost. This was the first time that there were half volunteers who walked around cleaning and the other half on the water cleaning.

##### **Intersections**

He would like to have staff collect data regarding citizen's concerns that there are more accidents since the county has done modification to the intersections. He could not recall which intersections, but would like staff to a comparison of four years prior and four years after modifying an intersection so that he can address citizens.

#### **Commissioner Oddo**

##### **Memorial Day holiday**

Commissioner Oddo asked everyone to remember why we celebrate Memorial Day and he gave thanks to those who gave their lives.

#### **Vice Chairman Ognio**

##### **Memorial Day holiday**

Vice Chairman Ognio echoed Commissioner Oddo's comments regarding Memorial Day.

##### **Commissioner Brown's comments**

He stated that the Transportation Committee has looked at a few reports and pulled have pulled some reports periodically. He stated that most of the intersections were state routes, but the committee continues to find recommendations to bring to the Board.

### **EXECUTIVE SESSION:**

**Two Items of Pending Litigation, Five Items of Real Estate Acquisition and Review of the April 25, 2017 Executive Session Minutes:** Commissioner Brown moved to go into Executive Session. Vice Chairman Ognio seconded. The motion passed 5-0.

The Board recessed into Executive Session at 8:36 p.m. and returned to Official Session at 8:59 p.m.

In accordance with the Americans With Disabilities Act, accommodations are available for those who are hearing impaired and in need of a wheelchair. The Board of Commissioners Agenda and written material for each item is available on-line through the County's website at [www.fayettecountyga.gov](http://www.fayettecountyga.gov). This meeting will be telecast on Comcast Cable Channel 23 and on the internet at [www.livestream.com](http://www.livestream.com).

**Return to Official Session and Approval to Sign the Executive Session Affidavit:** Vice Chairman Ognio moved to return to Official Session and for the Chairman to sign the Executive Session Affidavit. Commissioner Brown seconded the motion. The motion passed 5-0. A copy of the Affidavit, identified as "Attachment 12", follows these minutes and is made an official part thereof.

Mr. Davenport briefed the Board regarding a workers' compensation claim for a formal employee, Dwight Wayne Hall. He stated that there was some issue with whether or not the injury occurred on the job and there has been resolution with Mr. Hall and his counsel. He stated that with adequate releases put in place and the sum of \$5,000 agreed upon, Mr. Hall was ready to settle the claim.

Commissioner Rousseau moved to approve the settlement as present by the County Attorney. Vice Chairman Ognio seconded. The motion passed 5-0.

**Approval of the April 25, 2017 Executive Session Minutes:** Vice Chairman Ognio moved to approve the April 25, 2017 Executive Session Minutes. Commissioner Brown seconded. The motion passed 4-0-1. Chairman Maxwell was absent for that meeting.

#### **ADJOURNMENT:**

Commissioner Brown moved to adjourn the May 25, 2017 Board of Commissioners meeting. Vice Chairman Ognio seconded the motion. The motion passed 5-0.

The May 25, 2017 Board of Commissioners meeting adjourned at 9:01 p.m.

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Tameca P. White, County Clerk

---

Eric K. Maxwell, Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 6<sup>th</sup> day of June 2017. Referenced attachments are available upon request at the County Clerk's Office.

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Tameca P. White, County Clerk

Department: Legal

Presenter(s): Dennis Davenport, County Attorney

Meeting Date: Tuesday, June 6, 2017

Type of Request: New Business #9

## Wording for the Agenda:

Consideration to adopt Resolution 2017-08 to approve the revision of the schedule of the Board of Commissioners regular meetings to reflect a start time of 6:30 p.m.

## Background/History/Details:

At the May 4, 2017 Board Budget Retreat the Board discussed and agreed to change the start time for its BOC meetings to 6:30 p.m. The Fayette County of Ordinances simply requires a resolution to accomplish a change in the regularly scheduled meeting times of the Board. This request is to fulfill that requirement.

A memo is provided as backup.

## What action are you seeking from the Board of Commissioners?

Approval to adopt Resolution 2017-08 to approve the revision of the schedule of the Board of Commissioners regular meetings to reflect a start time of 6:30 p.m.

## If this item requires funding, please describe:

Has this request been considered within the past two years? No

If so, when? 

Is Audio-Visual Equipment Required for this Request? No

Backup Provided with Request? Yes

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Not Applicable

Reviewed by Legal Yes

Approved by Purchasing Not Applicable

County Clerk's Approval Yes

Administrator's Approval 

## Staff Notes:

LAW OFFICES  
**McNALLY, FOX, GRANT & DAVENPORT**

A PROFESSIONAL CORPORATION

100 HABERSHAM DRIVE

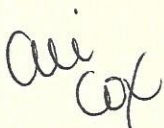
FAYETTEVILLE, GEORGIA 30214-1381

WILLIAM R. McNALLY  
PATRICK J. FOX  
PHILIP P. GRANT  
DENNIS A. DAVENPORT  
PATRICK A. STOUGH  
MEREDITH F. McCLURE  
E. ALLISON IVEY COX

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MAILING ADDRESS:  
POST OFFICE BOX 849  
FAYETTEVILLE, GA 30214-0849

TO: Fayette County Board of Commissioners

FROM: E. Allison Ivey Cox 

DATE: May 23, 2017

RE: Accomplishing a time change for the regular meeting of the Board of Commissioners

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Neither the language enabling the Fayette County Board of Commissioners (the Board) nor the Fayette Code of Ordinances, require more than a simple resolution to accomplish a change in the regularly scheduled meeting times of the Board. After the Board adopts a Resolution, a revised schedule of regular meetings should be approved. The 2017 schedule was adopted at the December 8, 2016 meeting. It should be revised to reflect the 6:30 time and be recommended for approval, as an agenda item, by the County Clerk. This is the method used annually to adopt a meeting schedule for the Board.

Next, an ordinance must be passed. This is because, the regular meeting time of the Board is specified in the Code of Ordinances in two places. These areas can only be amended by adopting an ordinance to amend the Code. The alcoholic beverage provisions can be amended at the June 6 meeting following passage of the resolution and adoption of the new schedule. An ordinance to accomplish this is attached. However, the provisions located within the zoning code will need to be passed by the planning commission prior to presentation to the Board. An ordinance should be ready for adoption on this provision at the June 22 meeting. It will be part of an ordinance amending several other provisions of the zoning code.

**STATE OF GEORGIA****FAYETTE COUNTY****RESOLUTION****NO. 2017-\_\_**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO DESIGNATE A NEW TIME TO CONVENE THE REGULAR MEETINGS OF THE FAYETTE COUNTY BOARD OF COMMISSIONERS; TO PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE, AND FOR OTHER PURPOSES.**

**WHEREAS**, the Board of Commissioners of Fayette County, “the Board,” is the duly elected governing authority for Fayette County; and

**WHEREAS**, the Board is directed to, “hold a regular court [meeting] for the transaction of the public business of the county connected with county matters in the courthouse in Fayetteville in said County of Fayette on the first Monday in each month, or at such other time as the board may fix and determine by a proper order passed and entered on the minutes. . .”; and

**WHEREAS**, on December 8, 2016 the Board of Commissioners adopted a schedule by proper order passed and entered on the minutes designating the date, place and time for the regular meetings of the Board for 2017; and

**WHEREAS**, that schedule designates the time for commencement of each regular meeting of the Board to be 7:00 pm; and

**WHEREAS**, the Board has concluded that the transaction of the public business of the county is best accomplished if the time of commencement of each regular meeting is earlier in the evening; and

**WHEREAS**, the Board finds 6:30 pm to be the most conducive time for commencement of each regular meeting of the Board to accomplish the business of the County.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of Fayette County hereby orders and declares that 6:30 p.m. serve as the time at which the regular meetings of the Board of Commissioners of Fayette County will be convened.

**SO RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2017.

BOARD OF COMMISSIONERS OF  
FAYETTE COUNTY

(SEAL)

By: \_\_\_\_\_  
Eric K. Maxwell, Chairman

ATTEST:

\_\_\_\_\_  
Tameca P. White, County Clerk

Department: Board of Commissioners

Presenter(s): Tameca White, County Clerk

Meeting Date: Tuesday, June 6, 2017

Type of Request: New Business #10

## Wording for the Agenda:

Consideration of the approval of the County Clerk's recommendation to re-adopt the 2017 County Commissioner Meeting Schedule to reflect the meeting time change to 6:30 p.m.

## Background/History/Details:

Each year, the Board of Commissioners formally adopts its meeting schedule. The meeting schedule is then distributed to citizens, the media, and to staff. The adopted meeting schedule is also added to the County's website for reference.

Typically, the months of November and December have only one meeting per month as the second Thursday of each month falls on a nationally recognized holiday.

During the 2017 budget retreat the Board agreed to change the meeting time of the Board of Commissioners to 6:30 p.m. The re-adoption of the revised schedule reflects this change in time.

## What action are you seeking from the Board of Commissioners?

Approval of the County Clerk's recommendation to re-adopt the 2017 County Commissioner Meeting Schedule to reflect the meeting time change to 6:30 p.m.

## If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years? No

If so, when? December 8, 2016

Is Audio-Visual Equipment Required for this Request? No

Backup Provided with Request? Yes

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Not Applicable

Reviewed by Legal

Approved by Purchasing Not Applicable

County Clerk's Approval Yes

Administrator's Approval

## Staff Notes:

## 2017 COUNTY COMMISSION MEETING SCHEDULE

**THIS SCHEDULE REFLECTS THE CURRENT MEETING FORMAT FOR MEETINGS AS FOLLOWS:**

**REGULAR MEETINGS ON THE 2ND AND 4TH THURSDAY OF EACH MONTH AT 6:30 P.M.:** Agendas for these "Regular" meetings can include any subject but in particular, matters of interest to the general public such as public hearings on rezoning petitions, budget discussions, and requests from County Departments that require action by the Board, etc. Thursday meetings include a time for "Public Comment" when attendees can speak to the Board on any subject not on the meeting's agenda. Attendees will be permitted to speak on Agenda items as they are addressed in the meeting. Agendas are prepared and published in advance. All sessions are open to the public and are attended by members of the Press.

Canceled meetings, special called meetings and special topic workshops are announced in accordance with requirements of State law. **\*PLEASE NOTE THAT DURING THE MONTHS OF NOVEMBER AND DECEMBER, THE TYPICAL MEETING DATES ARE OFTEN ALTERED TO ACCOMMODATE HOLIDAY SCHEDULES.**

DATE	TIME	NOTES		DATE	TIME	NOTES
January 12	7:00 p.m.			July 13	6:30 p.m.	
January 26	7:00 p.m.			July 27	6:30 p.m.	
February 9	7:00 p.m.			August 10	6:30 p.m.	
February 23	7:00 p.m.			August 24	6:30 p.m.	
March 9	7:00 p.m.			September 14	6:30 p.m.	
March 23	7:00 p.m.			September 28	6:30 p.m.	
April 13	7:00 p.m.			October 12	6:30 p.m.	
Tuesday, April 25	7:00 p.m.	ACCG Annual Conference-Savannah- April 28 - May 2		October 26	6:30 p.m.	
May 11	7:00 p.m.			November 9	6:30 p.m.	
May 25	7:00 p.m.			November 23	No Meeting	Thanksgiving Day
Tuesday, June 6	7:00 p.m.	ACCG Lifelong Learning- Callaway Gardens.- June 8-9		December 14	6:30 p.m.	
June 22	7:00 p.m.			December 28	No Meeting	Christmas Holiday

Department: Legal

Presenter(s): Dennis Davenport, County Attorney

Meeting Date: Tuesday, June 6, 2017

Type of Request: New Business #11

## Wording for the Agenda:

Consideration of Ordinance 2017-09 to amend the time to set forth for notice given to the public pertaining to the hearings conducted by the Board of Commissioners for consideration alcoholic beverage permits.

## Background/History/Details:

At the May 4, 2017 Board Budget Retreat the Board discussed and agreed to change the start time for its BOC meetings to 6:30 p.m. therefore, an ordinance must be passed to reflect the change in meeting time for consideration of alcoholic beverage permits.

## What action are you seeking from the Board of Commissioners?

Approval of Ordinance 2017-09 to amend the time to set forth for notice given to the public pertaining to the hearings conducted by the Board of Commissioners for consideration alcoholic beverage permits.

## If this item requires funding, please describe:

Has this request been considered within the past two years? No

If so, when? 

Is Audio-Visual Equipment Required for this Request?\* No

Backup Provided with Request? Yes

**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Not Applicable

Reviewed by Legal Yes

Approved by Purchasing Not Applicable

County Clerk's Approval Yes

Administrator's Approval 

## Staff Notes:

LAW OFFICES  
**McNALLY, FOX, GRANT & DAVENPORT**

A PROFESSIONAL CORPORATION

100 HABERSHAM DRIVE

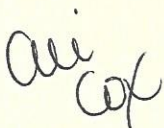
FAYETTEVILLE, GEORGIA 30214-1381

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MAILING ADDRESS:  
POST OFFICE BOX 849  
FAYETTEVILLE, GA 30214-0849

TO: Fayette County Board of Commissioners

FROM: E. Allison Ivey Cox 

DATE: May 23, 2017

RE: Accomplishing a time change for the regular meeting of the Board of Commissioners

---

Neither the language enabling the Fayette County Board of Commissioners (the Board) nor the Fayette Code of Ordinances, require more than a simple resolution to accomplish a change in the regularly scheduled meeting times of the Board. After the Board adopts a Resolution, a revised schedule of regular meetings should be approved. The 2017 schedule was adopted at the December 8, 2016 meeting. It should be revised to reflect the 6:30 time and be recommended for approval, as an agenda item, by the County Clerk. This is the method used annually to adopt a meeting schedule for the Board.

Next, an ordinance must be passed. This is because, the regular meeting time of the Board is specified in the Code of Ordinances in two places. These areas can only be amended by adopting an ordinance to amend the Code. The alcoholic beverage provisions can be amended at the June 6 meeting following passage of the resolution and adoption of the new schedule. An ordinance to accomplish this is attached. However, the provisions located within the zoning code will need to be passed by the planning commission prior to presentation to the Board. An ordinance should be ready for adoption on this provision at the June 22 meeting. It will be part of an ordinance amending several other provisions of the zoning code.

**STATE OF GEORGIA**

**FAYETTE COUNTY**

**ORDINANCE**

**NO. 2017-\_\_\_\_**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR FAYETTE COUNTY, GEORGIA; TO AMEND THE TIME SET FORTH FOR NOTICE GIVEN TO THE PUBLIC PERTAINING TO HEARINGS CONDUCTED BY THE BOARD OF COMMISSIONERS FOR CONSIDERATION OF ALCOHOLIC BEVERAGE PERMITS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE: AND FOR OTHER PURPOSES.**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT THE CODE OF ORDINANCES OF FAYETTE COUNTY AS IT PERTAINS TO CERTAIN NOTICE OF APPLICATION FOR AN ALCOHOLIC BEVERAGE PERMIT IN CHAPTER 4 OF ARTICLE II, DIVISION 1, SECTION 4-37, BE AMENDED AS FOLLOWS:**

**Section 1.** By deleting Section 4-37 pertaining to “notice of application advertisement,” from division 1 of Article II of Chapter 4, pertaining to “alcoholic beverages”, in its entirety and inserting in lieu thereof an entirely new Section 4-37 pertaining to

May 19, 2017

“notice of application advertisement”, in division 1 of Article II of Chapter 4,  
pertaining to “alcoholic beverages”, to be read as follows:

~~Sec. 4-37. Notice of application advertisement.~~

~~Upon receiving an application for the sale of alcoholic beverages, the licensee shall place a legal notice in the legal organ at least 15 days prior to the commission meeting at which the application will be considered. The application shall be in the following form:~~

~~Notice of Application for Retail License to Sell Alcoholic Beverages~~

~~An application has been submitted to the Fayette County board of commissioners for a retail license to sell alcoholic beverages at the following location: \_\_\_\_\_. The business name is \_\_\_\_\_.~~

~~\_\_\_\_\_ has requested to be appointed as the licensee. \_\_\_\_\_~~

~~\_\_\_\_\_ has requested to be the license representative. The board of commissioners will consider the proposed application on Thursday, \_\_\_\_\_/~~

~~\_\_\_\_\_ / \_\_\_\_\_ at 7:00 p.m.~~

Sec. 4-37. - Notice of application advertisement.

Upon receiving an application for the sale of alcoholic beverages, the licensee shall place a legal notice in the legal organ at least 15 days prior to the commission meeting at which the application will be considered. The application shall be in the following form:

Notice of Application for Retail License to Sell Alcoholic Beverages

An application has been submitted to the Fayette County board of commissioners for a retail license to sell alcoholic beverages at the following

location: \_\_\_\_\_. The business name is \_\_\_\_\_.

\_\_\_\_\_ has requested to be appointed as the licensee. \_\_\_\_\_

\_\_\_\_\_ has requested to be the license representative. The board of commissioners

will consider the proposed application on Thursday, \_\_\_\_\_ /

\_\_\_\_\_ / \_\_\_\_\_ at 6:30 p.m.

**Section 2.** This ordinance shall become effective immediately upon its adoption by the Board of Commissioners of Fayette County.

**Section 3.** All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 4.** In any event any section, subsection, sentence, clause or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this Ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this Ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

**SO ENACTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BOARD OF COMMISSIONERS OF  
FAYETTE COUNTY

(SEAL)

By: \_\_\_\_\_  
Eric Maxwell, Chairman

May 19, 2017

ATTEST:

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Tameca White, County Clerk

May 19, 2017

Page 4

Department: Legal

Presenter(s): Dennis Davenport, County Attorney

Meeting Date: Tuesday, June 6, 2017

Type of Request: New Business #12

## Wording for the Agenda:

Consideration to adopt Ordinance 2017-10 to amend the terms of the remaining offices and reduce the number of members necessary to achieve a quorum of the Public Arts Committee.

## Background/History/Details:

At the May 4, 2017 Board Budget Retreat the Board discussed and agreed to change the number of members on the Public Arts Committee. The Board approved Ordinance 2016-04 to create the Public Arts Committee with a membership of eleven (11) members. The amendment changes the number of members to seven (7), as instructed by the Board of Commissioners.

## What action are you seeking from the Board of Commissioners?

Approval to adopt Ordinance 2017-10 to amend the terms of the remaining offices and reduce the number of members necessary to achieve a quorum of the Public Arts Committee.

## If this item requires funding, please describe:

Has this request been considered within the past two years? No

If so, when? 

Is Audio-Visual Equipment Required for this Request? No

Backup Provided with Request? Yes

***\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance Not Applicable

Reviewed by Legal Yes

Approved by Purchasing Not Applicable

County Clerk's Approval Yes

Administrator's Approval 

## Staff Notes:

**COUNTY OF FAYETTE**

**STATE OF GEORGIA**

**ORDINANCE NO.**

**2017-\_\_\_\_**

**AN ORDINANCE BY THE BOARD OF COMMISSIONERS FOR FAYETTE COUNTY TO PROVIDE FOR A REDUCTION IN THE MEMBERSHIP OF THE ADVISORY COMMITTEE KNOWN AS THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE AS ESTABLISHED MARCH 10, 2016; TO PROVIDE FOR AMENDMENT TO THE TERMS OF THE REMAINING OFFICES; TO REDUCE THE NUMBER OF MEMBERS NECESSARY TO ACHIEVE A QUORUM; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.**

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT ARTICLE VI OF CHAPTER 2 OF THE CODE OF ORDINANCES FOR FAYETTE COUNTY, PERTAINING TO BOARDS AND COMMISSIONS, BE AMENDED AS IT PERTAINS TO THE MEMBERSHIP OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE; THE TERMS OF THE MEMBERS OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE; AND A QUORUM OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE, AS FOLLOWS**

**Section 1.** By amending Section 2-502(a), pertaining to “Membership,” of Article VI of Chapter 2 of the Fayette County Code of Ordinances, to be read as follows:

(a) Membership. The Fayette County Public Arts Committee shall consist of ~~eleven (11)~~seven (7) members appointed by the Board of Commissioners of Fayette County. To be eligible for appointment a candidate must be a Fayette County citizen.

**Section 2.** By amending Section 2-502(b), pertaining to “Terms,” of Article VI of Chapter 2 of the Fayette County Code of Ordinances, to be read as follows:

(b) Terms. The terms of the members of the Fayette County Public Arts Committee shall be for two (2) years, except ~~that~~that upon adoption of this ordinance, four (4) members of the committee shall have terms expiring May 31, 2018; ~~appointment of the first Fayette County Public Arts Committee under the terms of this section, five (5) members shall be appointed for a term of one (1) year, and three (3) six~~ (6) members shall be appointed for a term of two (2) years with terms ending in 2019. (Exhibit A attached hereto sets forth the current and future Committee membership to Table 1 and Table 2 respectively.) All successive terms shall be for two (2) years. The ~~seven (7)~~eleven (11) members shall be selected by the Board of Commissioners of Fayette County. The terms of all members shall begin on the first day of the month following the month in which the Public Arts Committee is activated. All members of the Fayette County Public Arts Committee shall, if necessary, hold over until their successors are appointed and qualified. The successors shall be appointed in the same manner as the initial members in the month immediately preceding the expiration of the members’ respective terms of office. Any member of the Fayette County Public Arts Committee may be re-selected and re-appointed to serve a succeeding term.

**Section 3.** By amending Section 2-502(f), pertaining to “Quorum,” of Article VI of Chapter 2 of the Fayette County Code of Ordinances, to be read as follows:

(f) Quorum. ~~Six (6)~~Four (4) members of the Fayette County Public Arts Committee shall constitute a quorum. A vacancy on the Fayette County Public Arts Committee shall not impair the right of the quorum to exercise all rights and perform all the duties of the Fayette County Public Arts Committee.

**Section 4.** This ordinance shall take effect immediately upon its adoption by the Board of Commissioners of Fayette County.

**Section 5.** All other ordinances and parts of ordinances in conflict with this ordinance shall be deemed repealed.

**SO ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, 2017.

BOARD OF COMMISSIONERS OF  
FAYETTE COUNTY

(SEAL)

By: \_\_\_\_\_  
Eric K. Maxwell, Chairman

ATTEST:

\_\_\_\_\_  
Tameca P. White, County Clerk

## **EXHIBIT A**

This document is submitted in conjunction with the June 2017 ordinance to amend the membership of the Fayette County Public Arts Committee. The ordinance shall eliminate 5 seats on the Fayette County Public Arts Committee. The seats are to be eliminated as follows: the seats held by Robert Johnson, Sam Patton and Jennifer Johnson with terms expiring May 31, 2017; and the vacant seat belonging to Jeff Mellin, with a term expiring May 31, 2018. All appointments made in 2017 to fill shall be for two (2) year terms. The seat occupied by Ms. Donna Thompson and having an expiration in 2018 shall be converted to a seat expiring in 2019.

The Fayette County Public Arts Committee as it is currently constituted is set forth below in Table 1 which is hereby appended and made a part of this this Exhibit A. Th Fayette County Public Arts Committee as it will be constituted following the adoption of this ordinance is set forth in Table 2 which is hereby appended and made a part of this Exhibit A.

TABLE 1

CURRENT MEMBERSHIP OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE (PRIOR TO THE JUNE 2017 ORDINANCE ADOPTION BY THE FAYETTE COUNTY BOARD OF COMMISSIONERS, TO REDUCE THE COMMITTEE SIZE)

<u>Seat</u>	<u>Current Member</u>	<u>Term End</u>	<u>Status</u>
<u>1</u>	<u>OPEN (Charlie Cave)</u>	<u>2017</u>	<u>Open</u>
<u>2</u>	<u>Heather Cap</u>	<u>2017</u>	<u>Re-applied</u>
<u>3</u>	<u>Robert Johnson</u>	<u>2017</u>	<u>Not returning</u>
<u>4</u>	<u>Sam Patton</u>	<u>2017</u>	<u>Not returning</u>
<u>5</u>	<u>Jennifer Johnson</u>	<u>2017</u>	<u>Not returning</u>
<u>6</u>	<u>Rich Brown</u>	<u>2018</u>	<u>vacant</u>
<u>7</u>	<u>Martha Akin</u>	<u>2018</u>	<u>vacant</u>
<u>8</u>	<u>Jeff Mellin</u>	<u>2018</u>	<u>Resigned</u>
<u>9</u>	<u>Robert Sibaja</u>	<u>2018</u>	<u>vacant</u>
<u>10</u>	<u>Kate LaFoy</u>	<u>2018</u>	<u>vacant</u>
<u>11</u>	<u>Donna Thompson</u>	<u>2018</u>	<u>Returning</u>

TABLE 2

RECONSTITUTED MEMBERSHIP OF THE FAYETTE COUNTY PUBLIC ARTS COMMITTEE  
(FOLLOWING THE JUNE 2017 ORDINANCE ADOPTION BY THE FAYETTE COUNTY BOARD  
OF COMMISSIONERS TO, REDUCE THE COMMITTEE SIZE)

<u>Seat</u>	<u>Current Member</u>	<u>Term End</u>	<u>Status</u>
<u>1</u>	<u>OPEN</u>	<u>2019</u>	<u>Open</u>
<u>2</u>	<u>Heather Cap</u>	<u>2019</u>	<u>Re-applied</u>
<u>11</u>	<u>Donna Thompson</u>	<u>2019</u>	<u>appointed</u>
<u>6</u>	<u>Rich Brown</u>	<u>2018</u>	
<u>7</u>	<u>Martha Akin</u>	<u>2018</u>	
<u>9</u>	<u>Robert Sibaja</u>	<u>2018</u>	
<u>10</u>	<u>Kate LaFoy</u>	<u>2018</u>	

Department: Presenter(s): Meeting Date: Type of Request: **Wording for the Agenda:**

Consideration of the County Attorney's recommendation to approve the disposition of tax refunds, as requested by Debbie Hollis for tax years 2014, 2015 and 2016 in the amount of \$254.28.

**Background/History/Details:**

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a Refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

A memo from the County Attorney is provided as backup with an explanation to approve tax years 2014, 2015 and 2016 of this request and to deny request for tax refund for years 2012 and 2013.

**What action are you seeking from the Board of Commissioners?**

Approval of the County Attorney's recommendation to approve the disposition of tax refunds, as requested by Debbie Hollis for tax years 2014, 2015 and 2016 in the amount of \$254.28.

**If this item requires funding, please describe:**

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

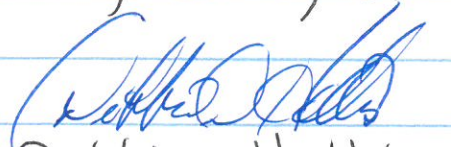
Has this request been considered within the past two years? If so, when? Is Audio-Visual Equipment Required for this Request?\* Backup Provided with Request? 

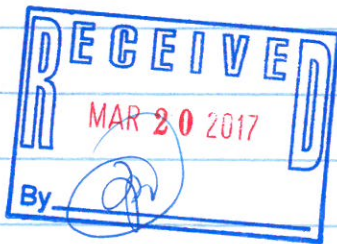
**\* All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance Reviewed by Legal Approved by Purchasing County Clerk's Approval Administrator's Approval **Staff Notes:**

In 2012 my Homestead exemption was removed Based on Deed 3807/181 this document was rescinded in 2013 per Deed 4114/471

I have lived in my home since it was built in 2000. I am requesting a refund of the value of my Homestead exemption for Tax Year 2012, 2013, 2014, 2015, 2016.

  
Debbie Hollis



Phone- 404-957-9836  
Parcel- 05-48-034

**RECEIVED**

MAR 17 2017

FAYETTE COUNTY  
BOARD OF ASSESSORS  
FAYETTEVILLE, GEORGIA

LAW OFFICES  
**McNALLY, FOX, GRANT & DAVENPORT**

A PROFESSIONAL CORPORATION

100 HABERSHAM DRIVE

FAYETTEVILLE, GEORGIA 30214-1381

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 PATRICK J. FOX  
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 DENNIS A. DAVENPORT  
 PATRICK A. STOUGH  
 MEREDITH F. McCLURE  
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 FACSIMILE: (770) 719-4832  
 (770) 461-5863

MAILING ADDRESS:  
 POST OFFICE BOX 849  
 FAYETTEVILLE, GA 30214-0849

### MEMORANDUM

To: Fayette County Board of Commissioners

From: McNally, Fox, Grant & Davenport, P.C.

Date: May 23, 2017

Re: Tax Refund Request – Ms. Debbie Hollis – Parcel 0548034

Ms. Hollis is requesting a refund of taxes based upon the removal of her homestead exemption for tax years 2012, 2013, 2014, 2015 and 2016. The refund provisions are available to enable a taxpayer to address error or illegality in the process of assessment and collection or to correct an overpayment.

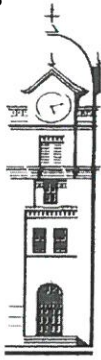
Qualification for homestead exemption requires both residency and ownership of the homesteaded property. Ms. Hollis has resided at 177 New Hope Circle since its construction in 2000. On October 25, 2004, Ms. Hollis executed a security deed to secure the loan extended by Deutsche Bank. Ms. Hollis defaulted on the debt. After advertising and notice, the residence was sold in foreclosure to the highest bidder. On September 6, 2011, title to the foreclosed property was transferred to Deutsche Bank, the highest bidder. This change in title triggered a removal of homestead.

In the ordinary course of events, this removal would have been proper. However, on August 29, 2013, Ms. Hollis and Deutsche Bank entered an agreement to cure the default. This agreement also rescinded the deed transferring title at the time of the foreclosure. This agreement was considered and entered by Judge Edwards. It entirely set aside the September 11, 2011 foreclosure.

Under these circumstances, the homestead exemption must be reinstated to conform to the Judge's order and avoid illegality in the assessment process.

A refund is recommended for 2014, 2015 and 2016. A denial of refund is recommended for 2012 and 2013. The refund provisions limit remedy to within, "three years after the date of the payment of the tax."

	Tax Year		
2012	Deny	\$00.00	
2013	Deny	\$00.00	
2014	Grant	\$86.89	
2015	Grant	\$84.63	
2016	Grant	\$82.76	Total recommended refund: \$254.28



*Fayette*  
COUNTY

140 STONEWALL AVENUE WEST, STE 100  
FAYETTEVILLE, GEORGIA 30214  
PHONE: 770-305-5200  
www.fayettecountygga.gov

"WHERE QUALITY  
IS A LIFESTYLE"

May 31, 2017

Debbie Hollis  
177 New Hope Circle  
Fayetteville, GA 30214

**RE: Tax Refund Request**

Dear Ms. Hollis:

This letter is to notify you that your request for tax refund has been slated to appear on the Tuesday, June 6, 2017 Agenda of the regularly scheduled meeting of the Fayette County Board of Commissioners, at 7:00 P.M.

That meeting will take place in the Public Meeting Room of the Board of Commissioners located at 140 Stonewall Avenue West, Fayetteville 30214.

Your request will be discussed and a decision to grant or deny your request will be made at that meeting.

Should you desire to be heard on the matter, please be present and prepared to address the commissioners at the appropriate time.

Sincerely,

A blue ink handwritten signature of Tameca P. White.

Tameca P. White, MBA, CCC  
County Clerk

Cc: Ali Cox, Assistant County Attorney  
Joel Benton, Tax Assessor  
Kristi King, Tax Commissioner